



Hazelwood School

FIRE POLICY

This Policy includes the Early Years Foundation Stage

Hazelwood School (including the Hazelwood Nursery and Early Years (NHEY) site) 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 The Fire Safety Act 2021 which amends the Regulatory Reform (Fire Safety) Order 2005 (the "FSO") with the intention of improving fire safety.

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

Buildings are safe and the School has taken appropriate steps to ensure safety as far as reasonably practicable through annual investment in their maintenance and improvement.

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

Appointment of Trained Personnel

- To monitor the management of Fire Risk control effectively, the School has appointed an appropriately trained Fire Manager. They are assisted on the Hazelwood School site by the Estates Manager and at the HNEY site by the Early Years Nursery Manager.
- The Head of Operations holds the National Examination Board in Occupational Safety and Health (NEBOSH) ~~Bursar~~ and Estates Manager holds the IOSH accredited Certificate in Health & Safety for School Business Managers which includes modules on fire safety.

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 Head of Operations ~~SLT~~ and Estates Manager are responsible for any remedial work identified.

Building and Electrical Risk

- Construction of buildings was in line with current fire control practice.
- Electrical Equipment and Wiring is tested and checked on a 5 yearly rota by the School's nominated electrician (last completed Summer 2021). Identified remedial work is addressed in the follow years' annual budget in order of priority. All remedial works have since been completed. All information related to this including remedial works certification and the full fixed wiring report is held in the Estates Manager's office.
- PAT (portable appliance testing) electrical equipment is done by contractor and in-house by certificated staff. A schedule of appliances and testing is maintained. Every appliance is tested once every two years and these results recorded. 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 the School's nominated specialist fire servicing company. They are tested on a weekly basis by members of the Estates Team including the School's Fire Manager. A programme of tests has been implemented in compliance with BS5266 (Part One).
- Fire Extinguishers are sited as appropriate and maintained annually. Records are kept of any defects so that their remedial work can be commissioned.
- Emergency Escape Lighting is fitted in buildings as required. It is tested every month.

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. Their findings are noted in the written record and any necessary actions are reported and followed up on.
- Fire Wardens are appointed to assist. 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 sign posted appropriately. It is part of the Fire Wardens' responsibilities to check routes are clear.
- Fire Drills are carried out once each term as a minimum with any actions noted in the Fire Record as well as timings for evacuation, from the sound of the alarm to confirmation that all pupils, staff and visitors are accounted for
- Staff receive fire training at the September INSET day and within the staff induction programme. They are trained appropriately in understanding risk and the use of firefighting equipment. This training is delivered once every two years by an external facilitator. The School's Fire Manager leads the training every other year.
- All Fire Wardens have completed online training
- 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 with 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. Specific Personal Emergency Fire Evacuation Plans will be drafted, if required, for staff and pupils.

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.

Checking and Validating the School's Fire Procedures

- Checks of all documentation relating to fire safety is included within the Governor Compliance Committee's list of termly checks. All aspects will be checked at least once a year.
- The Governor Property Committee also conducts an annual review of Fire Procedures and records as part of their schedule of meetings.

- The School participates in a biennial Health & Safety Survey conducted by an external organisation. Fire Safety is an important aspect of the assessment.

This Policy was ratified by the Compliance Committee on 3 March 2023

Appendix 1: Hazelwood School (Wolfs Hill) Fire Procedures and Fire Notice example

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

1.	Number of staff Numbers of pupils	70 – 90 (subject to timetable) 445
2.	Occupancy type	School including staff accommodation Healthy after school and weekends Lettings Programme
3.	Occupancy limits	460 pupils
4.	Evacuation procedures Roll Calls	Leave by nearest Exit (quickest and safest route) Carried out by: Classroom teachers at Assembly Point(s) Central Register: School Secretaries (Fire Wardens). Copy of register and parental contact details taken to Middle Court / Chestnut 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) Middle Tennis Courts – For all other pupils, staff and visitors
9.	Duties and identities of employees with specific responsibilities	Facilities Manager – Fire Manager Estates Manager - Deputy Fire Manager Wardens (as listed below) <u>Hazelwood</u> Main Building Maintenance Manager Theatre & Chapel Teacher in Charge Pool Teacher in Charge Willow Estates Manager Dining Hall/Kitchen Chef Manager Chestnut Teaching Assistants Register Front Office Team Baily Building Teaching Assistants on Each Level All Fire Wardens have been given a fire warden pack with whistle, reflective vest and torch.

10.	Arrangements for safe evacuation of persons identified as being especially at risk from fire Disabled	To be implemented as required 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.
11.	Fire fighting equipment provided	Fire extinguishers located at points around the School 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
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 and secure.

13.	Procedures for liaison with Fire Brigade on arrival	Head of Operations or Estates Manager will be the 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	Annual fire awareness training of all staff (INSET training) Biennial fire & fire extinguisher training of staff (EXTERNAL) Annual Fire Warden briefing (INTERNAL)
15.	Fire Brigade information Plans Special risks Salvage	Layout plans of School have been made available Science labs x2 (Willow), Art and DT room (Dining Building), grounds store (petrol), the BOX (Willow), swimming pool plant room, the food tech kitchen (Baily) and plant room compound (Baily Building). N/A
16.	Fire safety Signs	Throughout the Hazelwood School 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.

		Confidential materials are stored in fireproof 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. Recommended remedial action is carried out.
23.	Periodical checks and inspections by staff:	Means of escape – daily/routine (Fire Manager/Fire Wardens) Fire extinguishers – monthly Fire Alarms – Weekly Emergency Lighting – monthly All tests and inspections to be recorded.



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.

Lindie Louw
HEAD

Appendix 2: Hazelwood Nursery and Early Years (Laverock Site) Fire Procedures, example Fire Notice and Emergency Evacuation Policy

1.	Number of staff Numbers of pupils	35-45 (subject to timetable) 130 per day (maximum pupil occupancy OFSTED)
2.	Occupancy type	Nursery Limited evening and weekend Lettings Programme
3.	Occupancy limits	130 per day (see above)
4.	Evacuation procedures Roll Calls	Leave by nearest Exit (quickest and safest route) to appointed Fire Assembly Point (see below) Conducted by Room Leaders and Teachers (Oak Reception). Registers provided by either HNEY Receptionist or Admin Assistant (Fire Safety Officers). Member of Management Team to go to each Assembly Point.
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 HNEY buildings Main fire alarm panel is located in the HNEY Office.
7.	Key escape routes	Throughout the Nursery. Pupils and staff made aware of them through termly evacuation practices. Small children to be assisted by Room staff. Care to be taken on staircases. Evacuation Bag located at exit to each room. Bag to be taken to Assembly Point. It includes thermal silver survival blankets to be issued to children in inclement weather conditions.
8.	Assembly points	Fledglings 1, Upper Robins and Catering: Car Park alongside Nature Area (children to be transported in Evacuation Cots) All other rooms and Admin: Far end of main playground adjacent to Barn Nursery near gate (If fire is extensive and calls for total site evacuation, Fledglings 1, Upper Robins and Catering to use Church Car Park whilst all others retreat to Oxted School car park via the gate – Code is 1929)
9.	Duties and identities of employees with specific responsibilities	HNEY Admin Office: Front Office Team Oak Reception: Teachers in Charge Fledglings 1: Teachers in Charge Fledglings 2: Teachers in Charge Upper Robins: Teachers in Charge Lower Robins: Teachers in Charge

		<p>Skylarks: Teachers in Charge</p> <p>All Fire Wardens have been given a fire warden pack with whistle, reflective vest and torch. Evacuation Bags are located at the door of each room.</p>
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. Personal Evacuation Plans will be in place for those who qualify (see below).</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.</p>
11.	Fire fighting equipment provided	<p>Fire extinguishers located at points around the Nursery.</p> <p>Water/Carbon Dioxide/Foam/Wet Chemicals/Powder subject to environment. Fire blanket(s) is/are available in the Kitchen. Access to fire points to be kept clear at all times.</p>
12.	Security	<p>Premises secured at night. Fire screen pulled down across kitchen hatch. Security check is conducted by member of management team with responsibility for securing the site each evening. Weekend Lettings Caretaker reviews site security over the weekend subject to Lettings Programme schedule.</p>

13.	Procedures for liaison with Fire Brigade on arrival	<p>Member of the Management Team, positioned in the top car park at the Assembly Point will be the first point of contact for the attending Fire Brigade.</p>
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 & fire extinguisher training of staff (EXTERNAL)</p> <p>Annual Fire Warden briefing (INTERNAL)</p>
15.	<p>Fire Brigade information</p> <p>Plans</p> <p>Special risks</p> <p>Salvage</p>	<p>Layout plans of Nursery have been made available</p> <p>Kitchen and Estates Work Room only.</p> <p>N/A</p>
16.	Fire safety Signs	<p>Throughout the HNEY site.</p>
17.	Emergency Lighting	<p>Emergency lighting is provided.</p>

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. Confidential materials are stored in fire proof 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. Recommended remedial action is carried out.
23.	Periodical checks and inspections by staff:	Means of escape – daily/routine (Fire Manager/Fire Wardens) Fire extinguishers – monthly Fire Alarms – Weekly Emergency Lighting – monthly All tests and inspections to be recorded.



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.**

Lindie Louw
HEAD

EARLY YEARS FOUNDATION STAGE 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.
 - Upper Robins and Fledglings 1 evacuate and gather in the area next to the bins in the top car park.
 - Fledglings 2, Lower 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 a green Emergency Evacuation bag which the Fire Warden must bring with them, if safe to do so, 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 top car park. This will be communicated to the Main Assembly Point.
- Room registers, the visitors and staff sign-in books will be checked and reported to either the Assistant Head, with responsibility for Early Years or the Nursery Manager.
- If weather is inclement, each child to be issued with a silver survival blanket from the green Emergency Evacuation bag.
- Each group will be joined by a senior member of staff (Assistant Head, with responsibility for Early Years, Nursery Manager, or Deputy Nursery Manager).
- Children and staff only to re-enter buildings on instruction of the Assistant Head, with responsibility of Early Years, the Nursery Manager, or Deputy Nursery Manager. The Nursery & Early Years Outings phone will be taken to the muster point for use in event of emergency.

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

Fledglings 2, Lower 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.

Upper Robins and 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.