



ABINGDON
HOUSE SCHOOL

Fire Safety Procedures

<p>Responsible Person: Health and Safety and Office Manager</p> <p>Last Review Date: March 2025</p> <p>Next Review Date: March 2026</p>
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Abingdon House School, Purley (AHSP) is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values.

While this current policy document may be referred to elsewhere in AHSP documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the Education Act 1996 as updated, which states that a

'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance Understanding and dealing with issues relating to parental responsibility updated August 2023 considers a 'parent' to include:

all biological parents, whether they are married or not

any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative

any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of, among others, the following consulting companies to ensure regulatory compliance and the implementation of best practice:

Peninsula BrightHR

Peninsula Health and Safety

Atlantic Data (DBS)

Educare (online CPD)

SchoolPro (data protection)

Marsh Commercial (insurance)

VWV (legal)

AHSP is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

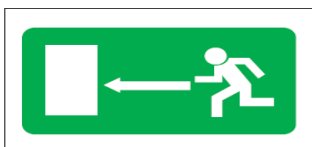
All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at AHSP.

The policy documents of AHSP are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect before the scheduled re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

Fire Safety

- All fire risks must be assessed by competent persons in the form of a documented Fire Risk Assessment (FRA)
- All relevant control measures identified as part of the FRA process will be implemented to remove or reduce the risk from fire so far as is reasonably practicable
- All fire detection and alarm equipment will be provided and maintained in accordance with legislative and national standards and records kept
- All fire-fighting equipment, fire safety signs and emergency lighting will be maintained in accordance with legislative and national standards and records kept
- Sufficient and suitably trained personnel will be available to respond to fire safety emergencies including evacuation
- Regular proactive checks will be conducted to test the robustness of the Fire arrangements
- Suitable and sufficient fire safety information will be provided to employees, guests, contractors and any other relevant persons. This will include signage, notices, verbal and written instructions, training and supervision where appropriate.

Fire Escape Routes & Exits



Fire exit routes and doorways must be kept clear of obstruction and must facilitate easy and quick evacuation from the unit.

Any fire exit routes that include protected stairways must be kept clear of combustible items.

Every 24 hours - a daily visual check of all escape routes and doors to ensure that they are clear of obstructions, fire exit doors free from any obvious defects and fire doors are kept closed.

Fire Emergencies and Evacuations

Students should be made aware of the fire evacuation procedures and fire escape routes. Each Classroom or other area should have access to this information, usually displayed on or near the exit door.

Fire Drill

In the event of a fire, it is the duty of all concerned to prevent injury or loss of life. For this purpose, you should make certain that you are familiar with all the means of escape in case of fire.

As soon as the fire alarm sounds:

- All children and adults must stop what they are doing and walk out of the building through the nearest exit. Exit routes for each classroom or activity area are displayed appropriately;
- If the usual exit point for a class is blocked for any reason then the nearest available exit should be used;
- Do not collect personal belongings. Do not re-enter the building;
- All Floor Wardens should check each room for the floor to which they are allocated to ensure all staff and students have exited the building. This must be reported to the Headteacher;
- Individual Provision Staff (eg-music, therapy) to bring the child they are teaching. Do not try to integrate with class until at assembly point;
- Leave AHSP via either front or rear door and assemble at the top playground
- Fire marshall to be last person to leave the building;
- Registers to be taken immediately at assembly point by Class Teachers, (Fire Evacuation Packs are to handed out by Administrator);
- Any missing children to be reported to the Headteacher and the Fire marshall will re-enter building to search if considered safe to do so;
- Nobody is to go back into School until instructed by the Fire marshall that it is safe to do so.

Assembly Point

Upper Playground



Personal Emergency Evacuation Plan (PEEP)

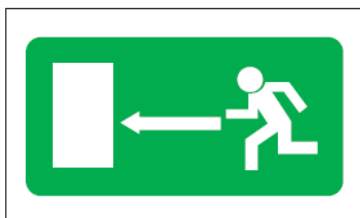
Due to the physical nature of the property at AHSP, we do not have any students or staff who would require a PEEP regularly. Where situations arise, such as a child or staff member having temporary mobility issues or when there is a visitor with mobility issues, a PEEP would be put into place ([link to template](#)).

Fire and Bomb Alerts

In the event of a fire or bomb alert the Headteacher or Office Manager must:

- Sound the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure above);
- Phone 999 for the Fire Brigade and Police;
- Check that the evacuation procedure has been followed;
- Remain in the front car park to meet the Fire Brigade/Police and direct them to the incident;
- Ensure that all adults and children remain outside in the Upper playground
- Give the all clear when appropriate and allow adults and children to re-enter the premises;
- If the alert is a practice, then the Fire Brigade must be informed before the evacuation of the premises takes place.

Fire Escape Routes and Exits



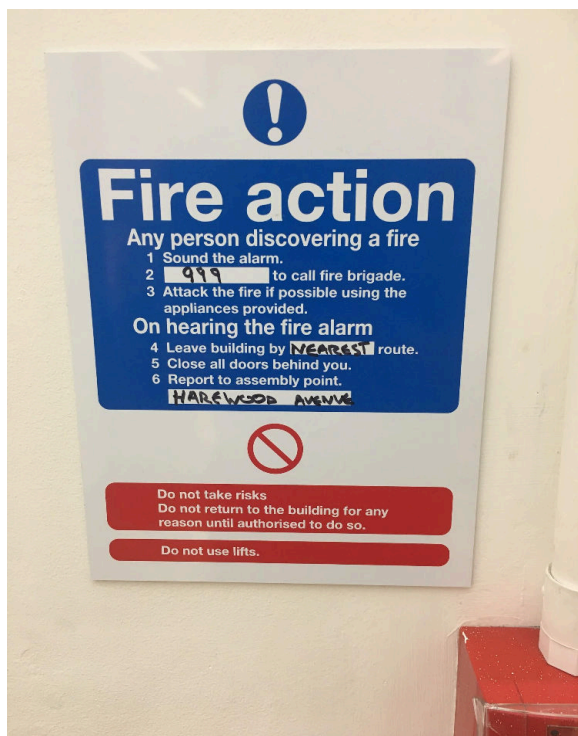
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Any fire exit routes that include protected stairways must be kept clear of combustible items.

Every 24 hours - a daily visual check of all escape routes and doors to ensure that they are clear of obstructions, fire exit doors free from any obvious defects and fire doors are kept closed.

Fire Emergencies and Evacuations

Students should be made aware of the Fire Evacuation Procedures and fire escape routes. Each classroom or other area should have access to this information, usually displayed on or near the exit door. The image shown is an example of an Emergency Evacuation Notice:



Each call point must have a written Emergency Evacuation Notice displayed which must be implemented throughout. It is paramount that employees identified as having key roles in fire emergency evacuations, have received sufficient information, training and instruction to enable them to fulfill their respective duties competently and safely.

Fire drills/practice emergency evacuations must be conducted at least once per term in order that they become familiar with the arrangements. Records of fire drills/practice evacuations must be kept using the Fire Drill Record Form.

Health and Safety walks are carried out every morning to ensure that all fire exits and walkways are clear. Fire alarm testing and fire extinguishers checks are carried out weekly and recorded.

The fire alarm is maintained by All Security Solutions (370 Rayleigh Road, Eastwood, Essex, SS9 5PT) (Tel: 0800 772 0323/ 0773 0439 615).

Emergency lighting is tested every 4 weeks.

Roles & Responsibilities

Headteacher

The Headteacher must ensure that there has been a sufficient Fire Risk Assessment conducted that covers all areas. They must take any necessary action raised in the FRAs to ensure that the level of risk is reduced as far as reasonably practicable through adequate controls.

The Headteacher must also ensure that ALL current employees complete Fire Safety Awareness Training.

The Headteacher needs to ensure that a robust emergency evacuation plan is implemented:

- Ensure fire safety checks in accordance with the frequencies and procedures detailed in this section;
- Ensure that all records of Fire Safety checks are kept;
- Ensure that external contractors are engaged at prescribed intervals to provide formal checks and inspection of fire fighting and fire detection equipment.

Floor Wardens

There is a floor warden for each floor of the school. Starting at the top floor, the wardens will check their floor and all rooms making sure that they are clear. Any staff, students or visitors on site will be escorted to the nearest fire exit. When exiting the building staff, students or visitors on the 3rd floor are to exit via the back exit of the building keeping to the left and staff, students or visitors on the 2nd floor are to exit via the back exit of the building keeping to the right. Staff, students or visitors on the 1st floor are to exit the front exit of the building. Fire wardens will report to the Headteacher on the ground floor by the front door.

1st Floor: Dan Gillingwater

Ground Floor: Kat Taylor

All wardens have completed Fire Safety Training with Educare.

‘Need to Know’

- The control measures identified in Fire Risk Assessments and any actions that are required to remove or reduce the level of risk;
- The type and frequency of fire safety checks.

Monitoring & Reporting

- Headteachers are required to monitor the effectiveness of Fire Risk Assessment control measures. They must monitor the planning and testing of emergency evacuation plans/fire drills and ensuring that lessons are learned and that these are recorded;

- Required to monitor the work of contractors engaged as part of the maintenance programme of fire extinguishers/fire fighting equipment, fire and smoke detection, emergency lighting and fire alarm systems;
- Coordinate the recording of daily, weekly, monthly and annual internal fire safety.

Employees

- Employees must follow all fire safety instructions and report any fire safety concerns immediately.
- Employees must attend all scheduled training.

‘Need to Know’

- Employees need to know the Evacuation Plans; in particular, they must know their individual roles in the event of an emergency evacuation;
- Employees need to know Fire Safety Awareness information provided as part of Fire Training sessions.

Monitoring and Reporting

- Employees must ensure that all fire safety arrangements are being adhered to, for example they should not wedge open fire doors or use fire extinguishers for anything else than their intended use;
- Employees must alert the SLT immediately if they have any fire safety concerns.

Staff Training

- All staff are trained on fire safety and fire procedures at AHSP during induction
- refresher training occurs annually and will be delivered in a variety of ways, including the use of external trainers, internal training and online training through Educare.
- The fire marshall will have more extensive training every 3 years. They should be competent in the use of fire extinguishers and be capable of extinguishing small fires. They should have some knowledge of fire prevention and be able to identify possible fire hazards to prevent fire from occurring.

Visitors

All visitors to the school must read the fire evacuation procedures when signing into the school.