



## Fire Safety and Emergency Evacuation Policy

### Policy statement

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant.

### EYFS key themes and commitments

| A Unique Child   | Positive Relationships | Enabling Environments                                 | Learning and Development |
|------------------|------------------------|---|--------------------------|
| 1.3 Keeping safe |                        | 3.3 The learning environment<br>3.4 The wider context |                          |

### Procedures

- The basis of fire safety is risk assessment. These are carried out by a ‘competent person’.
- The Headmaster has received training in fire safety sufficient to be competent to carry out risk assessment; this will be written where there are more than five staff. This will follow the guidance as set out in the Fire Safety Risk Assessment – Educational Premises document.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - clearly displayed in the premises;
  - explained to new members of staff, volunteers and parents; and
  - practised regularly at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.

*Emergency evacuation procedure*

Loyola ensures that the evacuation procedure will be suitable for each class. It must cover procedures for practice drills including:

- How children are familiar with the sound of the fire alarm.
- How the children, staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How they will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services and when in the event of a real fire.
- How parents are contacted.

The fire drill book must contain:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

We have a whole school policy for Fire Safety which can be found on the school Loyola website.

**Legal framework**

- Regulatory Reform (Fire Safety) Order 2005  
[www.opsi.gov.uk/si/si2005/20051541.htm](http://www.opsi.gov.uk/si/si2005/20051541.htm)

**Further guidance**

- Fire Safety Risk Assessment - Educational Premises ( HMG 2006)  
[www.communities.gov.uk/publications/fire/firesafetyrisk6](http://www.communities.gov.uk/publications/fire/firesafetyrisk6)

|                             |   |                           |
|-----------------------------|---|---------------------------|
| This policy was reviewed at | : | <u>Loyola Prep School</u> |
| In                          |   | <u>January 2015</u>       |
| Date to be reviewed:        |   | <u>January 2019</u>       |