Sudbrook School

FIRE MANAGEMENT POLICY AND PROCEDURES

Title	FIRE MANAGEMENT POLICY AND PROCEDURES
Version	2.1 Sept 2026
Owner	Facilities Manager DSL
Validity	Sudbrook Community
Next Review Date	Sep 2029 or earlier if legislation changes

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GENERAL STATEMENT OF POLICY

Sudbrook School is committed to the safety and well- being of all children and staff.
All reasonable steps are taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

Concise fire prevention measures and emergency fire evacuation procedures are in place, all known to all staff and available for parents on Sudbrook's website.

The Fire Safety Officer is Mariana Pandi and in her absence Patricia Caswell..

Risk Assessment

Premises: Each part of the premises has been assessed to identify the fire hazards, people at risk and the measures in place to remove or reduce the risk. This assessment is repeated if rooms/Departments are altered in any way.

Training
Staff receive annual training by the Fire Safety Officer or the H&S Consultant. All new Staff receive a welcome H&S Induction including Fire procedures. Fire drills are carried out on a termly basis.

Fire Prevention

- Smoke alarms are installed throughout the premises - serviced and maintained twice a year
- Fire extinguishers are located in strategic places - inspected and serviced twice a year
- Fire exits, Fire Action Notices, appropriate signs and lighting are available to enable persons to escape safely from the premises.
- All staff and pupils should familiarise themselves with all fire exits as during an incident the 'normal, main' exit may be blocked or unsafe to use.
- Fire doors are marked and kept clear. Visual inspections are done by staff every day.
- Fire evacuation procedures are explained to new staff. Procedures are practiced on a termly basis,
- Staff ensures all children and visitors are made aware of the fire evacuation procedures. Personal evacuation plans (PEP) will be developed for people with special needs.
- Electrical appliances are tested by a third party on a yearly basis and faulty equipment is disposed.
- Fire safety records are kept on site.
- The assembly point is at the front of the building on the right with a safe distane from the building and is clearly signposted.

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Fire Evacuation Procedures

- In the event of a fire breaking out, the first priority is the safety of human life. All Staff have an overriding duty to ensure that the children in their charge at the time of the fire are led to a place of safety.

- At the first sign of fire, raise the alarm of “fire” or activate the smoke alarm sounding pressing the closest call point.

- All activities must stop and everyone needs to leave the premises taking all children you are in charge of, and taking the safest route to exit the buildings. This will not necessarily be the quickest route to the assembly area. Never stop to collect belongings.

- If a person is in close proximity to a fire and feels confident that the fire is within their ability to control, they may attempt to fight the fire using the portable appliances located throughout the school.

- The Fire Safety Officer will be responsible for taking out the attendance sheets, the class contact sheets, the nursery’s mobile phone and the epi-pens during the evacuation. (all located in a safe place at the main fire exit.

- The Fire Safety Officer will check the toilets and bathrooms on the way out.

- After leaving the premises the senior staff member will call the emergency services from our nursery mobile phone as well as the caretaker and reception at the German School.

- Staff will check the signing out sheets and carry out a head count of the children and staff.

- When the Fire Services arrive, they will be met by the Fire Service Officer, who will brief them as to the location of the fire, the nature of the fire if known and the state of evacuation of the buildings.

- Returning into the building will be only advised by the Fire Officer or the Fire Service after checking that it is safe to do so.

- Parents will be informed as soon as it is possible.

- There is any number of emergency situations which could potentially require the evacuation of school buildings. These include, but are not limited to, fire, gas leak, bomb threat or structural damage. In the event of an evacuation being required for an incident other than a fire, the fire drill routine should still be used in all circumstances

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Out of Hours Should an incident happen out of normal working hours, the staff member present or lettees hiring the premises will manage the incident and call the School Caretaker at the German School, evacuate the building and muster and report to the front of the school once they are clear.

Events An emergency procedures briefing must be read at the beginning of the event, highlighting the action to be taken in the event of an evacuation being required. ANNEX A

Review: Fire processes will be reviewed if required or if a Fire practice demonstrates that there is need to amend it .

Records: The required records for staff training and Risk Assessments are held in Sudbrook's office, as well as the required records for the maintenance of the fire detection systems and extinguishers.

ANNEX A

"Could we please draw your attention to the School's Fire Evacuation procedures:

The fire alarm is a loud continuous ringing sound. If the alarm is activated, please leave the room by the fire escape doors and walk calmly to the assembly point. The schools´s assembly point is in the back of the Sports Hall on the school´s grounds. Please do not gather immediately in front of any entrance as these area will be used by the emergency services.

Do not come back into the building until instructed by the Fire authorities. Thank you for your attention."

ANNEX B SCHOOL EVACUATION PLAN

