Bassett House School
P03 – Fire Policy

Revised September 2026

Executive Summary

At Bassett House School, the safety and wellbeing of pupils, staff, and visitors are of paramount importance. The Fire Policy outlines our comprehensive approach to fire safety, ensuring compliance with all statutory obligations and best practices. This document serves to minimise fire risks, protect lives and property, and promote a safe learning environment.

Key Objectives:

- Risk Assessment: Conduct regular and thorough fire risk assessments to identify and mitigate potential hazards.
- Fire Prevention: Implement measures to reduce fire risks, including proper storage of flammable materials and adherence to safe practices.
- Evacuation Procedures: Maintain clear, efficient evacuation procedures, with designated assembly points and routes.
- Training and Awareness: Provide fire safety training to staff and pupils, including regular drills to ensure readiness in the event of an emergency.
- Equipment Maintenance: Ensure all fire detection, alarm, and firefighting equipment are regularly tested and maintained.

Roles and Responsibilities

The Headteacher is responsible for overseeing fire safety management.
A designated Fire Safety Officer ensures compliance with risk assessments and fire safety measures.
All staff have a duty to familiarise themselves with the policy, report hazards, and participate in fire drills.

Response to Fire Emergencies

In the event of a fire, the school's fire alarm system will trigger an immediate evacuation. Staff are trained to assist pupils and visitors in exiting the building safely. The assembly point is clearly marked, and headcounts are conducted to account for all individuals. Emergency services are contacted promptly.

This Fire Policy reflects Bassett House School's commitment to maintaining a secure and well-prepared environment. Regular reviews and updates ensure the policy remains effective and aligned with evolving standards.

Context

On discovering a fire, the first key point for any member of staff is this:

ACTIVATE THE FIRE ALARM at the nearest break-glass call point. Do not attempt to extinguish the fire, except in a case where common sense dictates that this will be both easy and also safe. Do not worry about calling 999, the school's fire alarm does this automatically and the school office will also take care of summoning the fire brigade.

Every crisis needs someone known as the Incident Controller to control it and to command the response. The school's head is normally the Incident Controller at any crisis and for both a Fire Practice and for a real fire. In the absence of the head, the School Secretary acts as the Incident Controller in the case of fire.

In the event of a real fire, it should be noted that staff are not encouraged to fight it and must not do so if they are in charge of children. Rather, their primary duty is to ensure the complete evacuation of the building by the children, their colleagues and any visitors in the shortest time possible. (However, if a staff member is not in charge of children and believes that he or she can tackle a very small incident with appropriate fire fighting equipment to hand, he or she may do so: but no members of staff should ever put themselves or any others at risk.)

The standard for evacuation for the school is that the buildings should be evacuated and checked as clear within two minutes from the alarm sounding, with the school register for the building concerned called and marked clear by the head or the senior teacher or secretary (as the Incident Controller) by the end of the third minute.

Fire practices will not normally be forewarned to the staff other than for the first practice of the academic year, which must take place within ten days of the return of children to school in any September.

All members of staff must be made aware of this policy. They must also be briefed by the head on their exit routes and assembly points. Student teachers changing forms to a form new to them must be briefed by the form teacher as soon a change is initiated on the form's procedures, exit routes and assembly point.

It is school policy that all staff should be trained in fire procedures and fire-fighting annually. In addition, all new staff, whether full or part time, must be shown the film Fire Extinguishers and trained on how to operate a fire extinguisher.

This policy will be reviewed annually by Bassett House School Senior Leadership and Governors.

This policy should also be read in conjunction with the Health & Safety policy and with reference to the Fire Risk Assessments.

Overall Responsibility for Fire Safety Matters

The headteacher is the responsible person for the school and will have overall responsibility for fire safety matters at the school. They will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. They will also ensure that a fire evacuation drill is undertaken in each term. Also

ensuring that fire action notices are kept up to date and all fire safety equipment is properly maintained. Roles may be designated to site staff and other Leadership members to assist under the responsibility of the headteacher.

The School

Fire procedure notices displaying the school fire procedure will be displayed at each fire alarm call point and will be of the standard form. The headteacher will ensure these notices remain up to date and additionally presented in a way that is pupil friendly in order to be easily understood.

Responsibility of all School Staff

All school staff are responsible for maintaining a high standard of fire precaution in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the fire procedure.

No attempt should be made to fight a fire until the primary duty of evacuation has been accomplished; and only then by trained staff, and if they are confident with using the fire-fighting equipment and have assessed the risk very carefully beforehand.

Fire wardens please remember: Do not tackle a fire if the size of the blaze is larger than the example given in training i.e. larger than a fire in a wastepaper bin.

Portable fire-fighting devices

Fire-fighting equipment should be sited on corridors an in relevant rooms within easy reach. All devices must be easy to use, clearly displayed and available for use. Staff should be made aware of the methods of operation and limitations of every fire extinguisher in school. All devices must be tested regularly to meet the required standard under the site staff's responsibility. The site staff will record and report to the headteacher results of any testing.

All fire extinguishers should be red in colour and give clear instructions on how to tackle certain types of fire. A colour-coded reference guide should display which extinguishers are suitable.



It is essential that you know which type of extinguisher to use on which type of fire.

Fire Training and Evacuation Drills

Training will be provided annually for all school staff in fire safety and the school fire procedure. Specific training will be organised for fire wardens and any staff taking on additional responsibilities.

All staff, whether temporary or permanent, including those on induction, will have the fire procedure explained to them, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits and assembly points.

The H&S staff will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority. The site staff will provide a termly written report to the headteacher; a summary of which will in turn be included in the termly report to the governors.

In order that children and staff should be able rapidly to evacuate the school's premises in the event of fire, it is a requirement that the school should hold a minimum of one fire drill practice a term.

Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by professional consultants. However, the school will carry out the following tests on the systems and precautions between maintenance Visits:

System	Frequency	Method of Test

Fire Alarm	Weekly	Test key operation of different call point each week in rotation.
Fire Alarm	Daily	Visual check of panel for fault indications.
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates.
Fire extinguishers, hose reels, fire blankets etc.	Monthly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.
Stairwells and Stairwell Enclosures	Daily	Check that combustible material and storage has not been placed inside protected stairwell enclosures.
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating correctly.

Appointment and Duties of Fire Wardens

The school will appoint a number of teaching and support staff as fire wardens, one of whom will be appointed as senior fire warden. These staff will have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the senior fire marshal in charge of the evacuation.

Bassett House School has 11 Fire wardens who are listed in Appendix B

Raising the Alarm

Fire Alarm drills will take place periodically and will be both of a planned, and unplanned, nature.

'Fire Evacuation Procedures' are displayed in each room and area of the school across both Campuses. These should be followed along with respect for 'Fire Drill Responsibilities' which are also available in each classroom. See Appendix A.

REMEMBER: Once the alarm has sounded… RE-ENTRY INTO THE BUILDING IS STRICTLY FORBIDDEN. (Only the fire brigade in attendance will be able to do this.)

- Evacuation procedures apply in all instances where mass evacuation would be appropriate including bomb threat, gas leak etc. If the alarm sounds ALWAYS treat as if it is a real fire, until informed otherwise.
- Evacuation procedures should be drawn up and agreed by the headteacher in consultation with safety representatives and the local fire brigade.

- During evacuation the main objective is to prevent panic and ensure safe evacuation of all occupants.
- Visitors will need to be identified by use of a Visitors' book and accounted for during evacuation.
- Assembly points should be determined in an area at a safe distance from the building and not in an area which would prevent access by the emergency services.

Breaktime Procedures

- Staff responsible for supervising pupils are responsible for evacuating the building and/or proceeding to the designated assembly point.
- Office staff are responsible for following normal procedures.
- All other staff to evacuate the building using the nearest fire exit door

Lunchtime Procedures

- Staff responsible for supervising pupils are responsible for evacuating the building and/or proceeding to the designated assembly point.
- Office staff are responsible for following normal procedures.
- All persons to evacuate' the building using the nearest fire exit door

Before School

- Staff and pupils to evacuate the building using the nearest fire exit door
- headteacher/Senior Staff Team (SLT) to contact the fire brigade (if not triggered automatically), manage the evacuating, then if appropriate notifying parents

Events Taking Place Out of School Hours Such as After School Club or External Lettings

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the site staff and headteacher are consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The headteacher may impose specific restrictions on the type of letting or activity, the number of persons involved and the number and layout of any seating.

Records

The following records will be kept in the Fire Folder for each building:

Record Type	Information To Be Recorded
Fire Alarm Test	Date of test, number of call points tested, and whether test was satisfactory
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.

Free operation of fire exit doors	List of all exit doors Checked, date of Check and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed and time taken to evacuate.
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.

Notices

All fire exit routes will be signed by clear signs with directional arrows. These will be identified on the school site plan and checked monthly. Fire Evacuation Procedures will be displayed across school and designated roles will be shared with all staff through fire safety briefings.

Review

Policy reviewed	September 2026
Next policy review	September 2027

APPENDIXES

APPENDIX A
RESPONSIBILITIES

Roles and Responsibilities	Role Person Responsible	In case of absence
Overall responsibility for site safety	Head	SLT
Fire Co-ordinators – repairs and maintenance	Site Staff:	Liviu Bocioc
Fire Wardens	Site Staff Designated Fire Warden: Alastair Moulton Teachers, Administration Staff and Teaching Assistants (see list in Appendix B)	There are11 fire wardens spread over primary and secondary campuses. Zones and deputies will be designated and reviewed regularly
Registering and ensuring all people are evacuated from building	Fiona Holland Office Staff	Office staff move between offices and they are always manned
Meeting the fire brigade	Site Staff Designated Fire Warden: Alastair Moulton	Head / SLT Member

APPENDIX B
PROCEDURES IN THE EVENT OF A FIRE

This advice should be read in conjunction with the BHS Fire Policy

Members of staff should ensure that they know the Fire Drill and exit routes thoroughly. Instructions for exit routes are posted in each classroom and pupils' attention must be drawn to them.

On discovering a fire

Activate fire alarm at the nearest break-glass point. Do not attempt to extinguish the fire, except in a few cases where common sense dictates that this is possible - in a laboratory, paper burning in a lavatory, for example.

On hearing the alarm:

- The most important element is to get pupils out of the building.
- Ensure that doors are shut.
- The teacher should lead. If a pupil was allowed to lead, they may begin to run and you would not be able to stop them. In addition, you may need to change the exit route. If there is more than one teacher with a group, one should lead and the other bring up the rear. If there is only one member of staff, a child should be allocated to be the end person.
- Fire extinguishers, hoses, etc. are there to provide "a means of securing the means of escape" by damping down fire in order to get through, not to put out the fire. The Fire Brigade will do that. Our job is to save life, not property.
- Smoke is the greatest danger of all. Thick smoke can kill in a very short time. If you cannot see an exit because of thick smoke, do not try to move through it.
- If a corridor is filled with smoke and you cannot get through or out by another way, close the door firmly, stand by the window and wait for the Fire Brigade to rescue you.
- Whenever the Fire Bell rings, the Fire Drill must be gone through, even if it seems an obvious error or malfunction, or even if the bell stops ringing during the evacuation of the building. Children must never get the impression that the alarm can be ignored.
- With the teacher leading, the class must walk in silence to the agreed assembly point and line up form by form. The teacher must take a head count call and report any children not present to the office manager, head or the deputy in charge. Office staff will also take out the sign in device.

If the roll is reconciled the class teacher should raise their hand to signal all children are present.

- If the alarm sounds outside lesson time, the form teacher will call the roll.
- Children having individual lessons should rejoin their form.
- No one may re-enter the building until the signal to do so is given.
- In the event of it being impossible to re-enter the building the headmistress or deputy will decide how to dismiss the school. The office staff are responsible for dialling 999 if the bell goes off not for a scheduled fire practice or in the event that someone notices smoke or other evidence of a fire.

ALL staff (especially those on the top floor) check all doors and windows are closed as they leave the building.

Fire Batons

There are teachers allocated as Fire Wardens to collect the batons and 'sweep' those areas to ensure everyone has evacuated. However, if the teachers listed below are not available then any member of staff in the vicinity should take responsibility. The fire batons are handed to the headmistress or deputy as soon as possible after ensuring the building is clear.

60 Bassett Road	**Fire Wardens**
Basement	Agnieszka Tlak
Ground Floor	Amina Jinova
First Floor	Jake Lagesse
Second Floor	Emma Dain
Third Floor	Samirah Durmaz

St Helen's Hall	**Fire Wardens**
Ground floor / kitchen	Evita Gierkena
Art room	Rania El Agami Raine

Bassett Bear House	**Fire Wardens**
Second/Third floor	Sarah Woodbridge
First floor	Alastair Moulton
Ground floor	Holly Smith
Basement	Manuja Hughes

Staff leaving the school during the school day

If any member of staff needs to leave the premises during the school day they must inform the deputy head and the office and sign out in the signing in and out device 60 Bassett Road, or in Bassett Bear house so that, in the event of a fire, firemen would not have to put themselves at risk looking for someone in the building.

These measures ensure that there is an accurate record of all staff present in the building.

APPENDIX C
HOW TO HOLD A FIRE PRACTICE

1. The secret to holding an effective and efficient fire practice is to plan it carefully. Choose the day on which you wish to hold the practice and ensure, in terms of the children's attendance at the school, that it is appropriate. Do not hold fire practices at the same time each time: rather, vary the times of fire practices so that the staff and children become used to responding quickly whatever should be the circumstances.
2. Notify the school secretary that you propose to have a fire practice and tell her the precise time when you propose to set off the alarms.
3. Ensure five minutes before setting off the alarms that you or the school secretary telephones the Central Station (tel: 0844 879 1703) and, by giving the relevant password for the school/building, tells the operator that there will be a fire practice at HH.MM hours and that as a consequence the automatic signal from the school is to be disregarded until Central Station receives a further telephone call from the school to put the school's fire alarm auto-response system back on alert.
4. Always choose a different call point from which to set off the alarm: taking your stopwatch with you, go to the call point you have selected and set off the alarm by unlocking it. Start your stopwatch.
5. Observe the evacuation of the building carefully, noting blockages in circulation, any confusion, lack of urgency, or unnecessary talking by children or staff.
6. Note when the forms have reached their assembly points (which must be more than 50 metres from the buildings) and in particular whether this was less than two minutes from when the alarm was first sounded.
7. Turn off the alarm system's sounders by cancelling the alarm.
8. Move to your Central Control Point and await confirmation by each form teacher that his or her form is complete. Await confirmation by each Floor Fire Marshal that his or her floor(s) have been fully evacuated (usually the building is signalled clear by the handing to you of all the fire marshall batons). Note when you have confirmation that the building is clear and all people have been accounted for and ensure this time was less than three minutes from when the alarm was first sounded.
9. Telephone the Central Station to confirm it received the automatic fire alarm signal, at what time, and to put the system back on alert. Check this has been done and that the fire signal was received: this is important.
10. Allow everyone to return to the school buildings.
11. At a staff meeting ask all members of staff whether they had encountered any problems in the course of the evacuation and whether they have any suggestions that may result in a faster and more efficient evacuation on the next occasion.
12. Write up the Fire Log immediately after the fire practise. Note the call point used to trigger the sounding of the alarm and all the timings. If the evacuation time standards were not met, ensure that another fire practice is held within seven working days.

APPENDIX D

INSTRUCTIONS FOR SCHOOL SECRETARIES

1. If a fire practice is to be held, the head will inform you moments before the practice and will ask you to telephone the Central Station to alert it that a practice is to be held and that the automated fire signal is to be ignored for a short time. To avoid a false alarm to the Fire Brigade, it is essential that this call be made using the correct password or automated data entry code.
2. Upon hearing the fire alarm, immediately pick up your SMK master key, the gas cupboard key, the school registers, the Green Lists, the Staff Lists, a mobile phone and the laminated plans of the building. (The Green Lists, Staff Lists and laminated plans must be kept in one folder marked "FIRE", readily accessible in the school office at all times.)
3. If you have not been informed that there is a fire practice, assume it is a fire: immediately upon hearing the fire alarm sounding telephone 999 and summon the fire brigade. Do NOT wait to find out whether or not it is a false alarm.
4. Taking with you a mobile phone, the SMK key and the "FIRE" file (containing the school registers, the Green Lists, the Staff Lists, and the laminated plans of the building); join the head at the Central Control Point as quickly as possible.
5. Assist the head in learning from the fire marshals that the buildings are clear of all people and from the form teachers that the registers have been called and any absentees reconciled and accounted for.
6. In the event of a real fire rather than a practice, hand the head the laminated building plans so that the head may give them to the Fire Brigade upon its arrival. You may need to give the Brigade Commander your SMK key to allow the brigade to enter the service cupboards and turn off all power (similarly for the same reason the commander may need the key to the gas cupboard to shut off all gas). If there is a real fire, at the head's direction move the all forms away from their assembly points to a more distant holding zone designated by the head.
7. If the head has decided that normal school is unlikely to be resumed, using the Green Lists initiate the internal cascade phone system (see "Crisis Policy') to ask parents to collect their children. (Keep the telephone tree within the school)
8. When the head is satisfied that the fire practice has been completed, he or she will ask you to call the Central Station to ask it to put the building back on risk. Be sure to do this (or that the head has done it) and make sure Central Station received an alarm signal.

APPENDIX E

INSTRUCTIONS FOR FORM TEACHING STAFF

1. The objective of a fire practice is to ensure that the children respond effectively and rapidly – and without any excitement or panic whatsoever – to the requirement to evacuate the school.
2. Upon hearing the alarm, assume it is a fire rather than a drill. Immediately ensure the children under your control line up in the classroom quickly and quietly.

3. Gather and take with you your form's laminated daily register, which should show by exception those children who are absent from the school that day.
4. Ensure if possible while the children are lining up that doors and any open windows are shut.
5. Lead your form from the building as quickly and quietly as possible (but without any running) to your designated assembly point. The teacher should lead (this is because, if a pupil were allowed to lead, he or she might panic and begin to run - the teacher may not be able to stop them and in addition, depending upon the circumstances of the fire, the teacher may need to change the exit route to be used).
6. If there is more that one teacher or adult with a group, one should lead and the other should bring up the rear. If there is only one member of staff, a child should be paired to accompany the end child and the teacher must check that the pair has exited safely, thus guaranteeing that the phalanx is fully and safely evacuated.
7. Fire extinguishers in the school are there to provide a means of securing the route of escape by damping down fire in order to exit, rather than to put out any fire: the Fire Brigade will do that, a teacher's job is to save life, not property.
8. Smoke is the greatest danger of all and thick smoke can kill in a very short time. If you cannot see an exit because of thick smoke, do not try to move through it.
9. If a corridor is filled with smoke and you cannot get through or out by another way, close the door firmly, stand by the window and wait for the Fire Brigade to rescue you
10. Whenever the fire bells sound, the Fire Drill must be executed, even if it seems an obvious error or malfunction, or even if the bell stops ringing during the evacuation of the building. Children must never be given the impression that a fire alarm may be ignored.
11. For the purpose of this section, any visitors (whether children or adults) who happen to be in your classroom when the alarm sounds are to be treated as part of your form. You are responsible for evacuating them as well as the children.
12. With the teacher leading, the class must walk in silence to its designated assembly point (see appendix relevant for the school) and line up form by form.
13. At the assembly point, call your register. Each form's teacher must take a roll call and report any children not present to the headmistress or the deputy in charge. Await the return to you of any children either absent with any peripatetic staff or who have been visiting the cloakrooms.
14. Office staff will also take out the signing in book and visitors' book for checking nobody is trapped within the building.
15. If the roll is reconciled the class teacher should raise his or her hand or in some other effective manner signal to the Incident Commander that all children are present or have been accounted for. In the alternative, report quickly and efficiently the names of any child or persons who are missing.
16. If the alarm sounds outside lesson time, the form teacher will attempt to call the roll. If the form teacher is not present, the teacher in charge must substitute and, if bereft of a laminated sheet or other register sheet, obtain such a sheet from the school secretary who will be standing by the Incident Commander at the muster point.
17. Children having individual lessons should rejoin their forms as quickly as is feasible commensurate with orderliness and safety and will then be included in the roll call for the form concerned
18. Await further instructions.
19. Do not under any circumstances leave the children in your form unsupervised – rather, use others to take your messages for you.
20. Especial care is needed with any disabled child: the full time carer is responsible for evacuating that child without impeding the overall speed of the whole school's evacuation. (For any disabled child, refer at the start of that child's education and thereafter at the beginning of each subsequent academic year to the head for instruction and/or training.)

21. No one may re-enter the building until permission to do so is granted by the Incident Commander.

APPENDIX F

INSTRUCTIONS FOR PERIPATETIC STAFF OR STAFF TUTORING A CHILD OR SMALL GROUP

1. Upon hearing the fire alarm, immediately ensure the child or children under your control line up quickly and quietly.
2. Escort the child(ren) outside the building as quickly as possible and take him (them) to the assembly point of his (their) form.
3. Hand the child/children into the care and control of their form teacher(s) and wait with them for further instructions.
4. The form teacher may ask you to go to the head (as the Incident Controller) to confirm that his or her form is complete with the roll reconciled.
5. Other form teachers may also ask you to report the status of their forms to the Incident Controller – please help them with this task.

APPENDIX G

INSTRUCTIONS FOR STAFF ACTING AS FIRE WARDENS

1. You will have been allocated a designated area to check and it is your job quickly to ensure that it has been evacuated. This is a very important check and it is very likely that you will also have been trained to pick up and use a Fire Marshal's Baton, to hand to the Incident Commander to signify the area you have been allocated has been checked and is clear of people.
2. Check your area rapidly: this should not take longer than twenty seconds.
3. If you find children (or adults) order them immediately to evacuate the building – in the case of children, take charge of them and return them to their form teacher at the earliest opportunity (probably at the relevant form assembly point).

4. Evacuate the building quickly and calmly, and as quietly as possible.
5. Confirm in person by handing over your designated baton or by messenger to the Incident Controller (head) at the Central Control Point that your area is clear.
6. If it has not been possible to check your area, YOU MUST INFORM THE CHIEF FIRE WARDEN that this check has failed – and in this circumstance, do not hand the Incident Commander the baton.

APPENDIX H

INSTRUCTIONS FOR KITCHEN STAFF

1. Upon hearing the fire alarm, immediately shut down all cooking operations and check that the emergency gas shut-off valve has closed off automatically.
2. Turn off all extractor vents and if possible shut the windows but do not delay unduly.
3. Evacuate the building, ensuring the kitchen door is closed behind you.
4. Check all kitchen staff are clear of the building and report to the head that the kitchen area is clear.
5. After the fire practice and upon returning to the kitchen ensure ALL burner and oven controls are set to 'Off'. You may then re-open the main gas valve.
6. Re-light the ranges and ovens normally, restart the convector ovens.

APPENDIX I
MAINTENANCE OF FIRE SYSTEMS

FIRE ALARM MAINTENANCE - LEE SECURITY

1. Messrs. Lee Security (London) Limited (contact Mr Ezzard Lee (Managing Director) or Miss Jackie Crowson (Operations Director) on tel. no. 0844 800 3411) is responsible for the maintenance of the intruder and fire alarm systems at the school.
2. Lee Security is contracted to attend the school twice each academic year (early September immediately before the children return and over the Spring half term) for routine preventative maintenance of the intruder alarm and the Redcare signalling equipment. The fire alarm systems are serviced and checked four times a year.
3. In the event of any problems with the fire detection and alarm systems, Lee Security should be contacted immediately by telephone and the conversation confirmed by e-mail to sales@leesecurity.com. A copy of the e-mail should be filed in the Fire Log.
4. Whenever Lee Security attends the engineer will write up and leave a copy of his service call. This must be filed in the school's file for Lee Security, with a copy filed in the Fire Log.

FIRE FIGHTING EQUIPMENT – FlameGuard

FlameGuard is responsible for maintaining the fire fighting equipment at all schools. The contact number is 01787 827090. CFS visit once a year, usually in late August just in advance of the start of the new academic year. A copy of the technician's visit reports should be sent to the bursary and a further copy put on the building's fire file.

ROUTINE SCHOOL MAINTENANCE

The head is responsible for ensuring that he or she or the maintenance staff follow these regular and routine maintenance procedures:

1. In order to ensure all alarm bells are functioning, the fire alarm system's test routine should be used at exactly the same time each week to sound all bells for no more than 5 – 10 seconds. A good point to do this exercise is immediately after the weekly staff meeting. Staff should immediately report to the school secretary the failure of any sounder they are normally used to hearing. This weekly sounder test must be written up in the Fire Log. Use

a different call point each week when setting off the test. Note in the Fire Log the reference number of the call point used.

2. Both before the start of each term and also over each half term, all emergency luminaires must be tested for 30 minutes duration by the caretaker or maintenance staff. This test must be written up identifying each luminaire in the Fire Log.
3. Each summer holiday, the emergency luminaries must be tested by the Maintenance Team to full discharge and a note made of their duration to failure. Again, this test must be recorded for each luminaire in the Fire Log.
4. The heads and the deputy heads are also responsible for ensuring that escape corridors, fire doors and fire exits are kept clear of obstructions at all times. heads, deputy heads and SLT members must be vigilant at all times to ensure that their colleagues are helping to keep fire exit routes clear of clutter: a ruthless approach must be adopted towards clearing away by way of example to gym kit, bags, and musical instruments etc. where these might be causing any obstruction to a fire route. Similarly, heads should ensure there is never any 3-D flammable artwork displayed on any escape corridor or stairs unless this artwork is behind a purpose-approved fire-protection plastic screen.

APPENDIX J
Evacuation Points

Building	60 Bassett Road	73 St Helen's	St Helen's Hall
Evacuation Point	Either side of the front gates at 60 Bassett Road	Outside 67 St Helen's Gardens next to the greengrocer	Outside the main gate to the church gardens

APPENDIX K
THE FIRE LOG

MAINTAINING THE FIRE LOG

At and after each fire practice, the head must record in the Fire Log the following:

- Day, date and time of alarm
- Weather conditions
- Call point used
- Time at which Central Station instructed to ignore automatic fire alarm signal and by whom so instructed
- Time at which automatic fire signal received at Central Station
- Time at which Central Station instructed to put school back on risk and by whom so instructed
- Time taken to evacuate building
- Time at which building called 'clear' by Fire Marshals
- Time at which school's full roll called, reconciled and completed
- Any inefficiencies or matters which warrant attention

An example of a fire practice control sheet to capture these items is shown below.
The Fire Log should also record all service visits for the alarm system and fire fighting equipment.
The routine tests of sounders (weekly) and the termly test of the emergency luminaires should also be recorded in the Fire Log.

THE FIRE LOG

Ref.	DRILL PROCEDURES	Information, comments or time	Formula	Elapsed time