



HORNSBY HOUSE SCHOOL

Fire Safety: Procedures

On the discovery of a fire at Hornsby House School the Fire bell will be rung. Teachers should immediately ask the children to line up at the door and then the class should proceed IN SILENCE to the FIRE ASSEMBLY POINT (lower playground - Reception to Year 4 and upper playground – Years 5 & 6) where they should stand in silence. Doors to be closed as you leave the room. All fire exits are clearly marked. The member of staff who is taking the class at the time will check the numbers in their class. This information is then passed to the (Head/Senior Deputy Head) who check that the numbers in each class tally with the printed fire list which is printed by the office daily after registers are completed. When all children are accounted for staff and pupils must wait in silence for instructions from the Teacher in charge.

Fire Safety Policy

Hornsby House School will undertake to carry out a fire risk assessment which will be formally record and regularly review the following:

- The elimination or reduction of risks from dangerous substances
- The development of fire procedures and provide staff training (the last whole staff training took place on September 2013 on the use of different fire extinguishers) which was via a DVD shown to all staff at an INSET and was provided to us by the fire department. It showed instructions and information on fire safety e.g. not blocking fire exits, the storage of hazardous substances etc.
- To ensure the safety of staff or anyone else legally on the school premises
- To carry out and record fire drills, contacting the emergency services where necessary
- To appoint one of more competent persons (who have completed sufficient training and have the experience and knowledge) to assist in taking preventative and protective measures (including fire fighting and evacuation).
- The current fire safety officer is the Bursar, Mrs Gabrielle Bunning. This information is provided to staff on the Fire Safety posters located around the site.
- To have a suitable system for the maintenance of;

- clear emergency route and exits (with doors opening in the direction of escape)
 - signs, notices, emergency lighting where required
 - fire detectors alarms and extinguishers (the maintains of which is carried out by a 'competent person' who is ISO9001 certified and/or BAFE approved)
- To provide staff and others working on the school site with fire safety information.