



Fire Safety Policy

Daffodil
PREPARATORY SCHOOL

Daffodil Preparatory School

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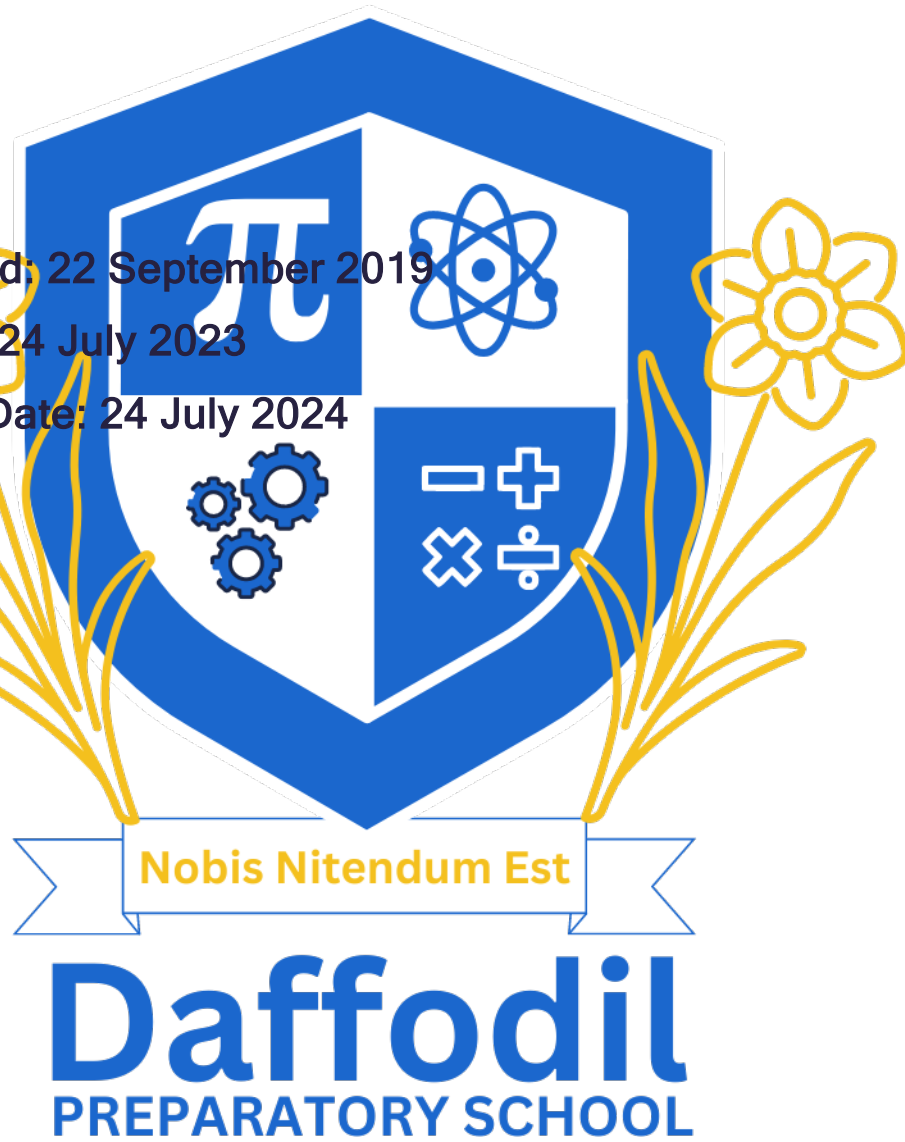
TABLE OF CONTENTS

1. Fire Safety:	4
2. Role of the School Fire Officer:	5
3. Emergency 'In Case of Fire' notice:	6
4. Briefing of new members of staff and pupils, contractors and visitors to the school:	7
5. Training:	9
6. Fire Prevention Measures:	10
7. Fire Risk Assessments:	11
8. Record keeping:	12

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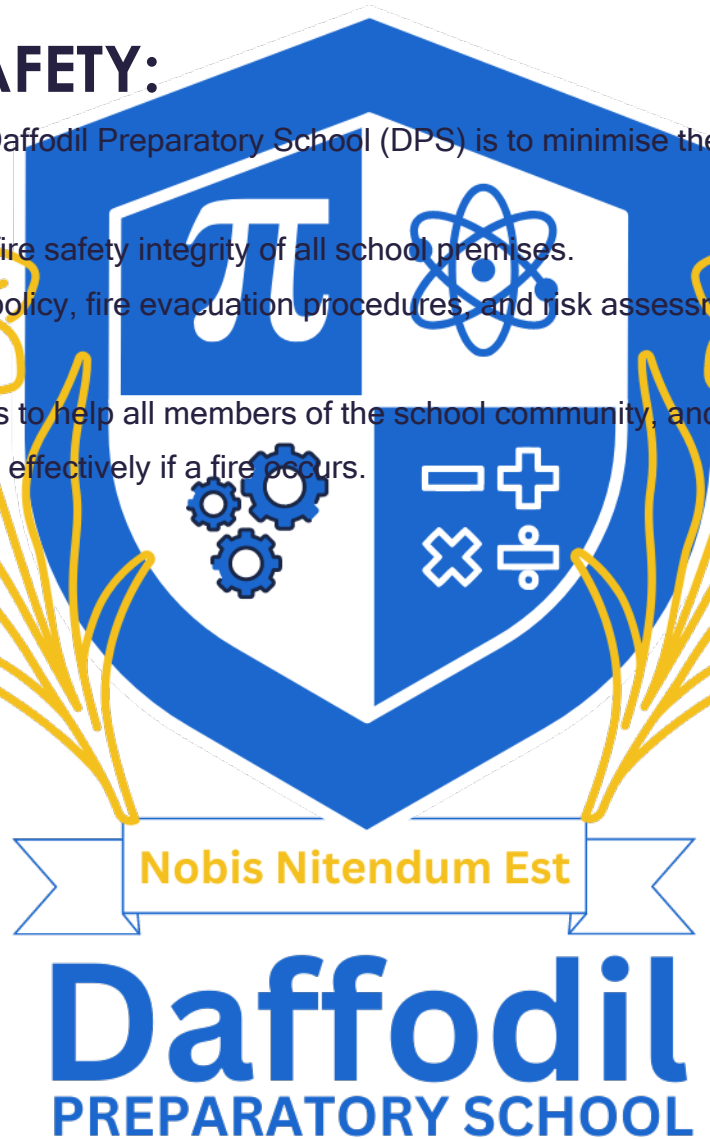
1. FIRE SAFETY:

1.1 The priority of Daffodil Preparatory School (DPS) is to minimise the risk to life and to reduce injury.

by maintaining the fire safety integrity of all school premises.

1.2 The fire safety policy, fire evacuation procedures, and risk assessments at DPS have been designed.

in such a manner as to help all members of the school community, and our visitors, to respond calmly and effectively if a fire occurs.



2. ROLE OF THE SCHOOL FIRE OFFICER:

The Care Taker is the designated School Fire Officer who has overall responsibility for ensuring that:

2.1 This Fire Safety Policy is kept under regular review by the Governors and the Senior Leadership Team.

2.2 The information contained within the Fire Safety policy is made available to all members of the school.

2.3 Clear, written instructions on the course of action to take in the event of an emergency are displayed in all areas of the school, with additional information being given when large numbers of visitors are on site, i.e. for concerts, play performances.

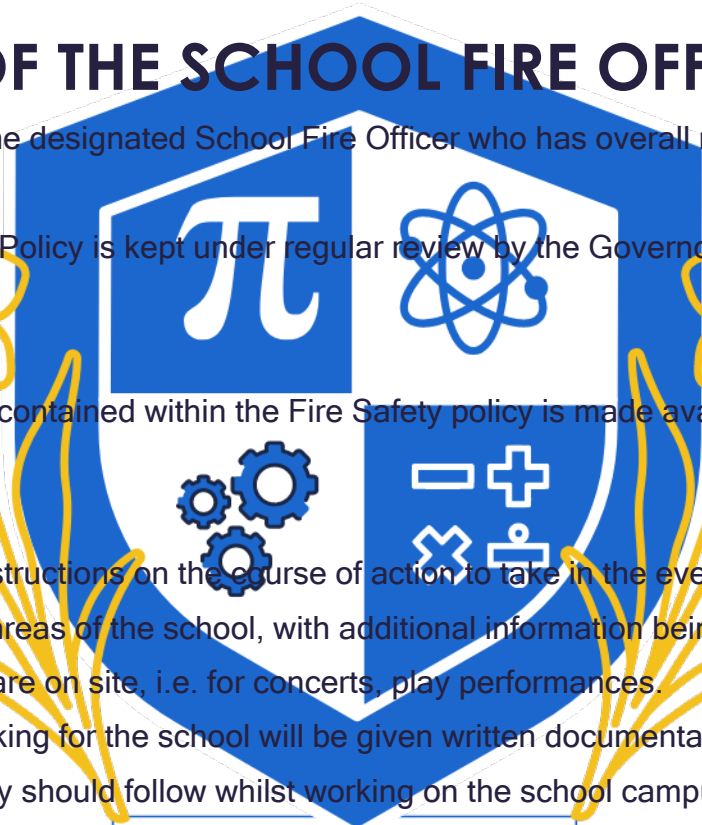
2.4 Contractors working for the school will be given written documentation detailing the procedures that they should follow whilst working on the school campus, and also informing them of the school's procedures in an emergency situation.

2.5 Basic fire training is given to all employees at least annually and the School's H.R. Department includes Fire Training in the induction sessions given to all new employees upon commencing work at the school.

2.6 Emergency evacuations and fire practices are carried out.

2.7 The DPS Fire Risk Assessment and assessments undertaken are regularly reviewed incorporating any alterations to the layout, systems installed or operational use of the premises.

2.8 The integrity of all fire prevention systems and equipment in place is maintained in good working order.



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3. EMERGENCY 'IN CASE OF FIRE' NOTICE:

'In Case of Fire' notices, adapted specifically for each building and backed up by compliant fire signage will be used to facilitate the safe evacuation of all buildings.

3.1 The 'In case of fire' notice will be displayed in prominent positions throughout buildings and will follow the following format:

- ▣ The actions to be taken upon discovery of a fire.
- ▣ The actions to be taken to reach the assembly point safely with special regard to the needs of any disabled persons.
- ▣ The actions to be taken upon reaching the assembly point.

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4. BRIEFING OF NEW MEMBERS OF STAFF AND PUPILS, CONTRACTORS AND VISITORS TO THE SCHOOL:

DPS recognises the importance of making sure all those on the school premises are aware of how they should respond in an emergency situation.

4.1 All new members of staff (teaching and support alike) and all new pupils will be given a briefing on the school's emergency procedures on their first day at DPS.

This briefing will include:

4.1.1 The importance of ensuring that individuals are familiar with the routes of escape and emergency exits in the buildings in which they will work/live.

Familiarisation with the systems in place, i.e. how to operate a 'Break Glass' point, the location of the defined assembly point.

4.1.2 The importance of adhering to the evacuation procedures and how the safe evacuation of everyone is the prime priority and that protecting property comes second.

4.1.3 The importance of 'good housekeeping' in all buildings and the systems in place to draw to the attention of the School Fire Officer any issue that may be of concern.

4.2 For Open Days, concerts, plays, etc. when there will be a large number of visitors to the school the organiser of the function will undertake to ensure that a brief safety announcement is made prior to the start of any performance, detailing the location of emergency exits and the action to be taken in the event of an alarm sounding. Where deemed necessary, the organiser of the event will need to arrange for stewards to be on duty for the duration of the performance. Stewards may be required for events that take place in the hours of darkness or are likely to involve significant numbers of older or young visitors who may require additional support.

4.3 Contractors working at the school will be given detailed Health & Safety documentation upon being awarded the contract and this will include specific information on the course of action to be taken by their operatives in the event of an emergency situation developing whilst they are on site. Contractors will also be required to ensure that their work processes do not compromise any aspect of any fire safety system in place.

4.4 Residential groups are required to provide DPS with their proposed fire procedures that will be in place during their stay, ensuring that these do not compromise the systems

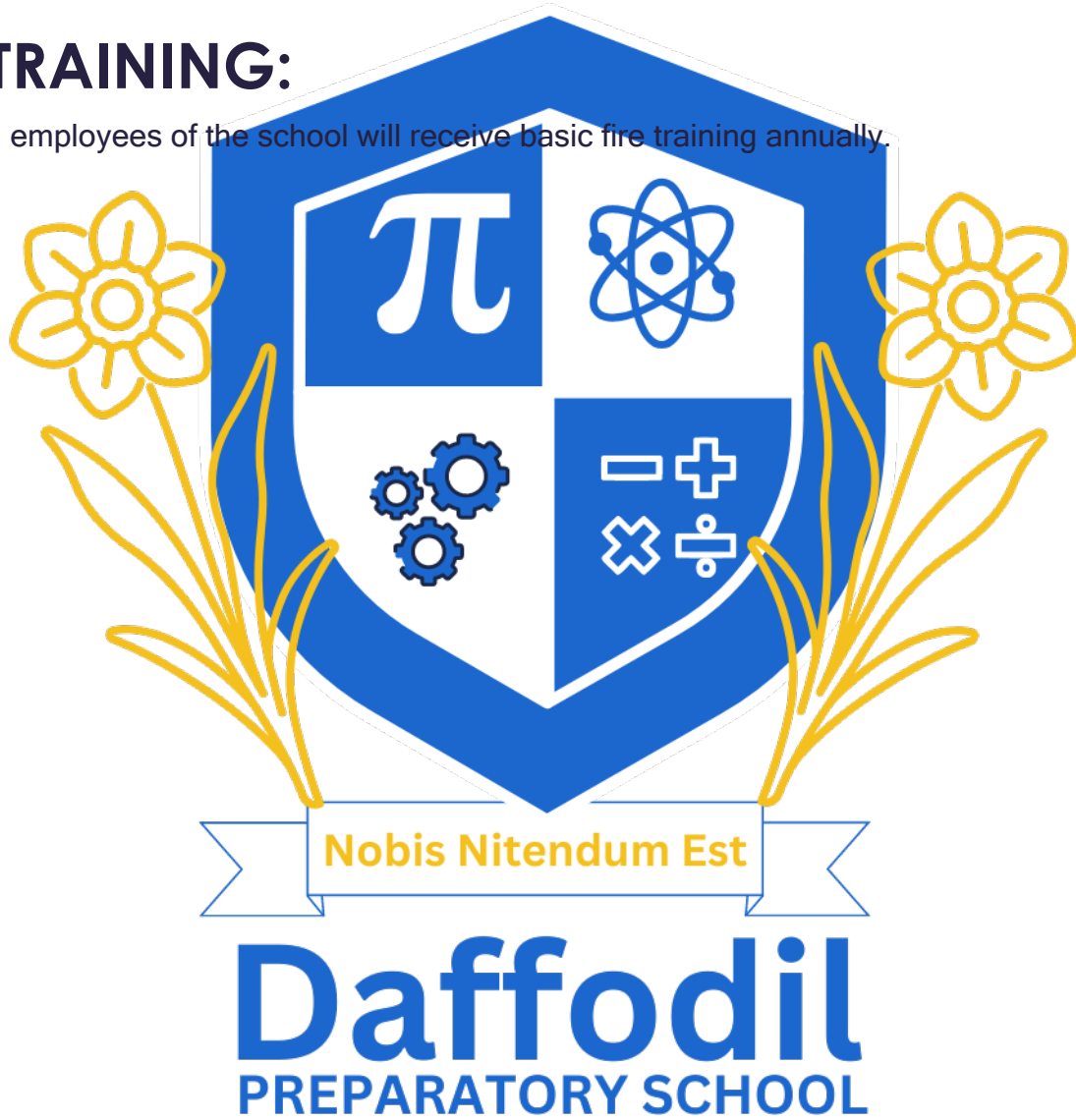
already in place. Groups bringing foreign students to stay at the school will need to ensure that all fire procedures are explained to these individuals in a language they fully comprehend.

4.5 Disabled staff, pupils and visitors (even if only temporarily disabled) should be given one-to-one instruction on the school's fire safety procedures by their host, and adjustments agreed with all parties.



5. TRAINING:

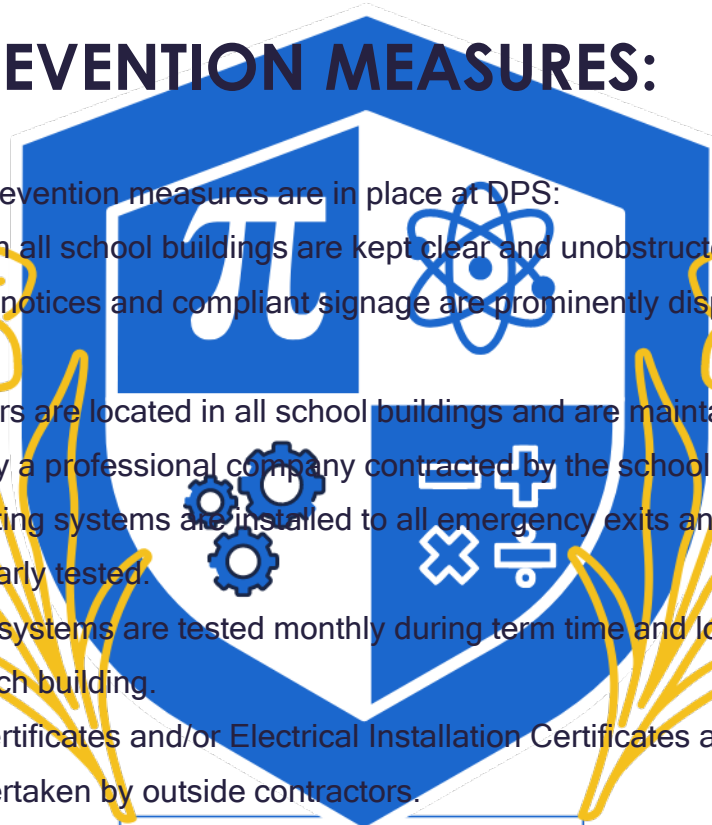
5.1 All employees of the school will receive basic fire training annually.



6. FIRE PREVENTION MEASURES:

The following fire prevention measures are in place at DPS:

- 6.1 Escape routes in all school buildings are kept clear and unobstructed.
- 6.2 Fire evacuation notices and compliant signage are prominently displayed throughout all buildings.
- 6.3 Fire extinguishers are located in all school buildings and are maintained in a good working condition by a professional company contracted by the school.
- 6.4 Emergency lighting systems are installed to all emergency exits and escape routes and these are regularly tested.
- 6.5 All installed fire systems are tested monthly during term time and logged in individual logbooks held in each building.
- 6.6 Minor Works Certificates and/or Electrical Installation Certificates are required for all electrical work undertaken by outside contractors.
- 6.7 The school undertakes fixed electrical installation tests to build on a rolling programme.
- 6.8 The school undertakes all portable appliance testing 'in-house'. Appliances brought on-site by pupils are visually inspected at least once a term by the trained staff.
- 6.9 A specialist contractor undertakes the testing and servicing of the installed lightning protection systems.
- 6.10 Flammable rubbish is not allowed to accumulate in buildings and the central processing of the general waste and storage of recycled goods is away from buildings.



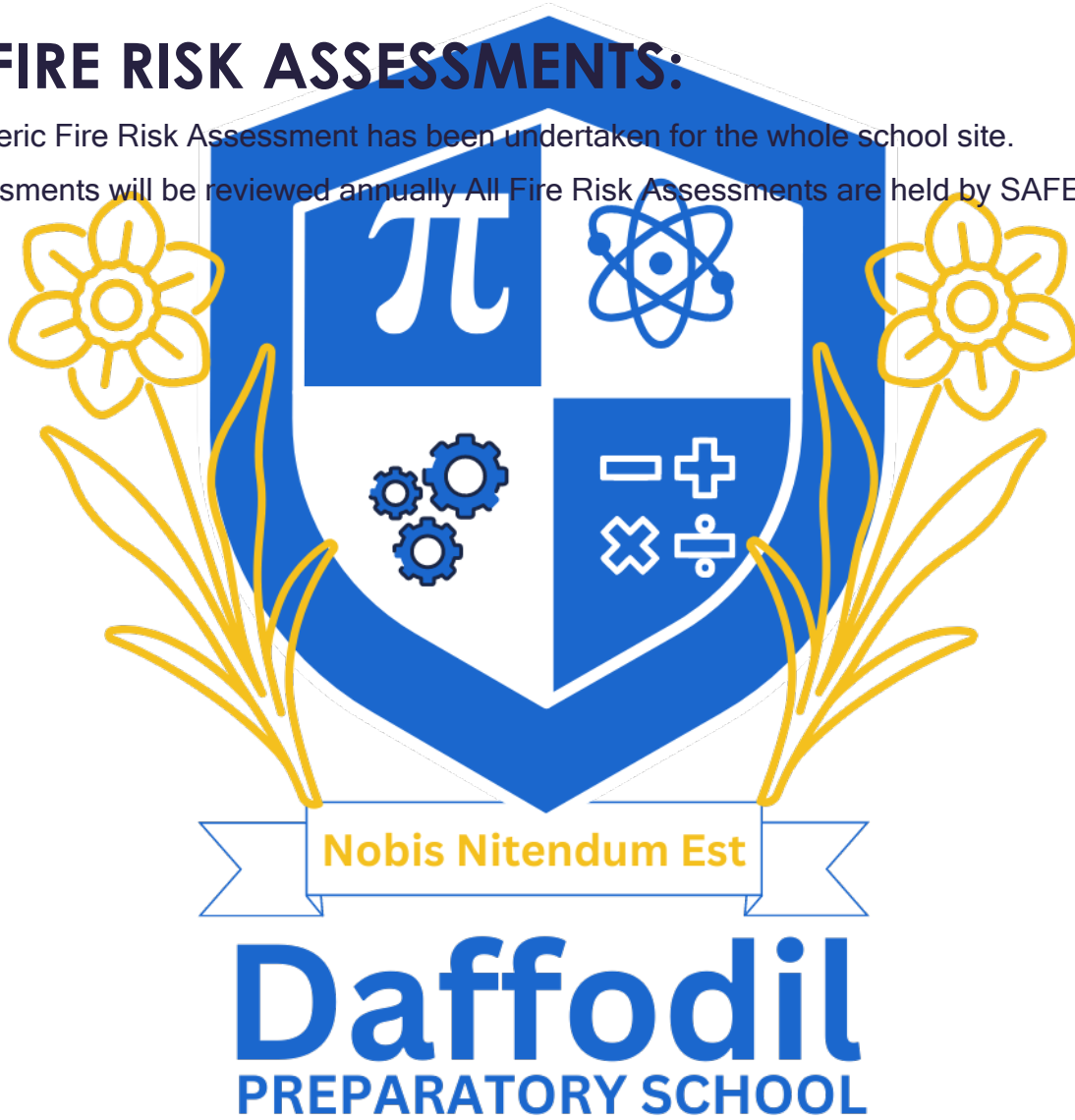
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7. FIRE RISK ASSESSMENTS:

A generic Fire Risk Assessment has been undertaken for the whole school site.

Assessments will be reviewed annually All Fire Risk Assessments are held by SAFE I S.



8. RECORD KEEPING:

All records relating the Fire Safety are retained in the fire safety folder and are available to view during normal office hours.

Records retained include those in relation to:

8.1.1 Portable appliance testing

8.1.2 Fire system testing

8.1.3 Fire-fighting appliances service records

8.1.4 Electrical installation testing, incl. Minor Works Certificates

8.1.5 Lift installations service records

8.1.6 Fire Evacuation Exercises

8.1.7 Lightning conductor testing

8.1.8 Training records



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