



Fire & Emergency Risk Management policy

(January 2019)

The Ursuline Preparatory School Mission Statement

To live and learn in harmony,
Caring for each other;
Treating everybody as a sister and a brother;
Reflecting Christ's actions and His message too,
By striving for excellence in all that we do.

It is the duty of all members of staff to be aware of the fire and emergency procedures, to ensure that all escape routes and fire exits are kept clear, and to report any defective equipment, damage to extinguishers and any other equipment.

In addition it is the responsibility of the following to undertake a weekly premises inspection to ensure all escape routes and fire exits are free from obstruction.

Name	Location	Tel no.	Area of Responsibility
Lee Joyce	Facilities Manager	020 8554 1995	Whole prep school site

Fire fighting and precautions

All fire fighting equipment is annually inspected and serviced by Calbarrie Safety Services

It is the responsibility of the following person to ensure the annual service takes place, and an inventory of all equipment, plus a diagram showing location and type of fire fighting equipment is kept up to date.

Name	Location	Tel no.	Area of Responsibility
Lee Joyce	Facilities Manager	020 8554 1995	Whole Site

Fire alarms and emergency lighting

The fire alarms and emergency lighting are tested weekly and recorded in the appropriate log book by:

Name	Location	Tel no.	Area of Responsibility
Lee Joyce	Facilities Manager	020 8554 1995	Whole prep school site

Fire drills

The purpose of fire drills is to monitor the effectiveness and efficiency of the school's emergency evacuation procedures, the aim of which is to evacuate everybody from the building(s) as quickly as possible, ensuring any people with disabilities are adequately

provided for, assembling everyone at a safe place and checking attendance to ensure everyone is accounted for. Fire drills will be arranged each term by:

Name	Location	Tel no.	Area of Responsibility
Victoria McNaughton	Head Teacher	020 8518 4050	Whole site
Lee Joyce	Facilities Manager	020 8554 3931	Whole site

Notifying the Emergency Services

The following staff have specific responsibility to call emergency services:

Name	Location	Tel no.	Area of Responsibility
Helen O'Loughlin	1 st Floor House 4	020 8518 4050	Whole site
Jane Johnson	Reception	020 8518 4050	Whole site

Clearing premises in an emergency

The following staff have specific fire steward/warden responsibilities for checking all areas are cleared, and people with a disability are provided with assistance:

Name	Location	Tel no.	Area of Responsibility
Victoria McNaughton	Head Teacher	020 8518 4050	Whole site
Lee Joyce	Facilities Manager	020 8554 1995	Whole site

In the event of the absence of one or more fire stewards, the following staff will deputize:

Name	Location	Tel no.	Area of Responsibility
Lee Joyce	Premises Office	020 8554 1995	Whole site

Assembly Areas

The following staff has specific responsibility for taking charge of the assembly area and check numbers correspond with attendance figures:

Name	Location	Tel no.	Area of Responsibility
Victoria McNaughton	Head teacher	020 8518 4050	Whole School Assembly
Natasha Boyce	Deputy Head	020 8518 4050	Whole School Assembly