

## **MOON HALL SCHOOL**

### **FIRE SAFETY POLICY**

(Regulatory Reform (Fire Safety) 2005)

For Fire Risk Assessment (see Fire Risk Assessment file which contains map of building and disposition of emergency equipment also displayed in office & staff room for use of staff and Fire & Rescue Service)

It is the policy of Moon Hall School (MHS) to protect all persons including pupils, parents, staff, contractors and visitors from potential injury and damage to their health which might arise whilst they are in our School.

MHS will provide and maintain safe working conditions, equipment and systems of work for both pupils and staff, and will provide such information, training and supervision as they need for this purpose.

The MHS will give a high level of commitment to health and safety and will comply with all statutory requirements.

This policy is to be reviewed annually

Last review date September 2010

## Moon Hall School

### FIRE POLICY PROCEDURES (Forming part of Health & Safety Policy) in accordance with Regulatory Reform (Fire Safety) 2005 Appendix 2

#### DISPOSITION OF EMERGENCY EQUIPMENT

##### Location of break glass fire alarms:

1. By front door in entrance hall
2. By garden door Alpha P's classroom
3. Outside the kitchen door
4. By the exterior door of the tutorial room through the kitchen
5. By the cloakroom exterior door
6. Outside staff room door
7. Outside room M1 – Maths Dept. (1<sup>st</sup> floor)
8. Outside room E2 – English Dept. (1<sup>st</sup> floor)

(Note – this procedure will be revised once rooms are numbered).

##### Location of fire extinguishers:

**5 in Moon Hall building and 1 in Annexe**

<p><b>GROUND FLOOR</b> Coat cupboard</p> <p>In kitchen</p>	<p>Large red extinguisher with cream label Dispenses foam for <b>GENERAL USE</b></p> <p>Small red extinguisher with blue label – Use for <b>FAT FIRES</b></p>
<p><b>FIRST FLOOR</b> Outside Delta JW's room (middle)</p> <p>Beside top banisters</p>	<p>Fire Blanket (<b>COOKING FIRES</b>)</p> <p>Red extinguisher Dispenses water for <b>GENERAL USE</b></p> <p>Small red extinguisher Contains Carbon Dioxide for <b>ELECTRICAL FIRES</b></p>
<p><b>ANNEXE</b></p>	<p>Large red extinguisher with cream label</p>

	<b>label</b> <b>Dispenses water for GENERAL USE</b>
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**MAIN FIRE EXITS:**

**(Every classroom has fire exit notice which teachers' explain to pupils each term)**

**All exits have appropriate signage**

- 1. MAIN FRONT DOOR**
- 2. Alpha P's CLASS ROOM GARDEN DOOR**
- 3. TUTORIAL ROOM (through kitchen) GARDEN DOOR**
- 4. CLOAKROOM OUTSIDE DOOR**
- 5. ANNEXE 1 AND ANNEXE 2 DOORS**

**EVACUATION OF MAIN BUILDING:**

***(Pupils will be led to the nearest safe exit should their normal evacuation route be hazardous)***

**Ground floor**

Years 3 & 4 (Alpha P)	Garden door
Year 5 (Delta M)	Back door
Tutorial room/kitchen	Garden door
Staff room	Back door
Office and therapy rooms	Front door

**First floor**

Delta 5 & 6 (middle classroom)	Front door
English landing (including computer room)	Front door
Maths landing	Back door

**EVACUATION OF ANNEXE 1 & 2:**

<b>Annexe 1 &amp; 2</b>	External doors
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**EVACUATION FROM ART OR SCIENCE LESSON  
IN BELMONT'S BUILDING**

stairs leading to ground  
floor from outside landing

**ASSEMBLY POINT**

- 1. Belmont Theatre unless fire prevents this**
- 2. Second assembly point in case of above: court below the Belmont Library**

