



## 12b Fire Safety and Procedures

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#### 1. Scope

This guidance is applicable to all premises under the control of the School and details the approach to the control of risk from fire.

#### 2. Objectives

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

#### 3. Guidance

- The School has in place procedures for:-
- carrying out fire risk assessment;
- preventing fires;
- evacuation in the event of a fire;
- maintaining and checking all fire detection, alarm and fighting systems.



The Deputy Head (Seniors) has responsibility for maintaining and ensuring the local implementation of the School fire procedures; for making and maintaining a 'fire map' of the School premises, showing places of high risk and the precautions put in place by the School. Copies of these maps are brought to the attention of all employees and others who may be affected by:-

- posting a copy of the fire map on notice boards;
- bringing the fire map to the attention of all employees, contractors and visitors, etc. during all training and site induction sessions;
- providing at least one trained Fire Marshal in every building;
- All Fire Marshals are trained to provide "safety assistance" in the event of a fire. Fire Marshals receive regular refresher training.

#### 4. Fire Risk Assessment

- All of the School premises will be subject to a fire risk assessment. This may be conducted by an external consultant or other competent person. The person undertaking the assessment should liaise closely with Heads of Department.
- The fire risk assessment will be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage.
- A copy of the fire risk assessment report will be available on site (from the Bursar) and employees' attention brought to any hazards found in the assessment.
- Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
- Regular assessments will be made by staff, including the Fire Marshals / Maintenance Engineer / Head caretaker to ensure that the walkways are kept clear of obstruction and tripping hazards.

#### 5. Fire Detection

Each of the School premises must have adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons.

#### 6. Fire Alarm

- Each of the School premises has an adequate means of raising the alarm in the event of fire.
- The fire alarm system in each location is to be tested weekly with the date and time made known. This will be managed by the Fire Officer. The alarm will be activated using a different activator point each week, where this is practicable.
- The fire alarm system will be serviced six monthly by a competent contractor (e.g. ISO 9001 / BAFE)
- Records of these tests and servicing are maintained in a fire log book held by the Estates Department.



## 7. Fire Fighting Equipment

- The fire risk assessment will determine the minimum level of firefighting equipment which must be present in the School premises.
- Fire extinguishers, fire hoses, wet and dry risers and/or other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher/hose reel/system.

## 8. Emergency Lighting

- Emergency lighting must be installed in the school where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits.
- Where emergency lighting is generator powered, the lighting will be tested monthly by way of simulated mains failure. A maintenance and servicing programme for the generator will be arranged by the Fire Officer.
- Battery operated emergency lighting will be tested monthly (charge & illumination) and an annual full discharge test by a competent contractor
- Records of testing and servicing of emergency lights will be maintained by the Estates Department.

## 9. Emergency Procedures

- Written emergency procedures will be provided. These written instructions will include procedures in the event of a fire and where required, procedures in the event of a bomb warning.
- Notices will be displayed in each building of the School premises detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency. This may be different from the Fire evacuation point depending on location.
- There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed with pictograms.
- The means of escape will be regularly inspected by the Fire Marshals to ensure they are kept clear of obstructions and tripping hazards.
- Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the Bursar when notified. Example arrangements are included at Appendix 2 to this guidance.
- Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to [the School Fire Officer. It is the responsibility of the School Fire



Officer to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

- **SUMMONING THE FIRE BRIGADE:** The School Office is manned between 7.30 am and 6 pm during weekdays in term-time and between 8.30 am and 4.30 pm during half terms and holiday apart from the Christmas closedowns. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is located in corridor outside the Pupil's Refectory. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once. One of the Estates staff is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. He has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office / Reception is staffed, (unless warned of a planned fire practice).
- Fire drills will be held every term at the School.
- Written records of fire / evacuation drills will be maintained in the fire log book which is kept by the Estates Department.

## 10. Fire Training

- Staff will be informed in relation to:-
- action to take if they discover a fire, including how to activate the fire alarm;
- action to take on hearing the alarm, including location and use of exits and escape routes; and
- action to take in the event of a bomb alert.

Pupils will be informed of exits and escape routes

Fire Marshals will be trained in:-

- emergency evacuation procedures;
- use of fire extinguishers; emergency procedures; and
- how to spot fire hazards.

## 11. Visitors and contractors

- on arrival at the School will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.
- For events with large numbers of attendees, such as open days, concerts an announcement will be made at the beginning of the event regarding evacuation arrangements



## 12. Fire Prevention

- The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Bursar, Estates Department and Heads of Department will:-
- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc.);
- Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
- Maintain awareness through training and refresher training of the preventative steps that need to be taken;
- Consult regularly with the Fire marshals;
- Include fire prevention and evacuation procedures during the induction process with all new starters; and
- Pay close attention to the activities of contractors as appropriate.

## 13. Fire Records

Records are kept of training; inspections; evacuations and maintenance of systems and equipment.

### References:

A: Handbook for the Independent Schools – Commentary on the Regulatory Requirements (September 2017)

B. Part II of the Regulatory Reform (Fire Safety Order) 2005, ([www.opsi.gov.uk](http://www.opsi.gov.uk))

D. "Fire Risk Assessment," Ecclesiastical Risk Services Ltd guidance note ([www.ecclesiastical.com](http://www.ecclesiastical.com))

E. "[Fire Safety](#)" Chapter O of the Bursars' Guide by Owen David Risk Management Ltd

F. "Fire Safety: Managing School Facilities" DCSF Guidance, ([www.gov.uk/dfe](http://www.gov.uk/dfe))

G. "Fire Safety Risk Assessment for Educational Premises" and "Fire Safety Risk Assessment: Sleeping Accommodation," DCLG publications ([www.communities.gov.uk](http://www.communities.gov.uk))



## Appendix 1: Emergency Evacuation Notice

**All new staff and pupils, all contractors and visitors are shown the following notice:**

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at the Netball courts.
3. If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The School Office or the duty Groundsman/Premises Supervisor will summon the Emergency Services if the alarm sounds.
5. If you have a disabled pupil in your class, you should direct him or her, together with his or her carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge.
6. Take the register of your class as soon as you reach the assembly point.
7. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Deputy Headteacher (Seniors) who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
8. Remain at the assembly point with your pupils until the all clear is given.

## Appendix 2: Disabled Staff, Pupils or Visitors

**We have a special one-to-one induction on fire safety for disabled pupils and their carers and for disabled members of staff.**

**We have designated safe refuge points on every floor of every building, with signs advising of their location, (usually in a stair well). When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her to the refuge point and to wait for rescue by the Fire and Emergency Service. The teacher will ensure that the name of the disabled person and his or her carer, together with the location of their safe refuge point, are passed to the Deputy Headteacher as soon as he or she reaches the assembly point. It is the responsibility of the Deputy Headteacher to ensure that this information is passed as soon as possible to the Fire and Emergency Service.**