



ISI Code:	12b Fire Safety Policy & Procedures
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1. SCOPE:

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

2. AIMS:

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.

To minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, in ensuring that staff, pupils and visitors do not add to the fire risk, and through safe evacuation of our buildings if a fire breaks out.

3. ROLES AND RESPONSIBILITIES:

A) THE HEAD OF ESTATES:

The Head of Estates is designated as the Responsible Person, who is responsible for ensuring that:

- The Fire Safety Policy is kept under regular review by the Governing Body via the Health & Safety Committee;
- The Fire Safety Policy is published to the entire school community;
- Everyone in the school (including visitors and contractors) is given clear instructions on where they should go in the event of fire;
- Records are kept of the fire induction training given to new staff;
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed;
- Fire risk assessments are regularly reviewed and updated;
- Fire prevention measures are meticulously followed;
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired;
- Fire practices are regularly carried out and records kept;
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

B) FIRE WARDENS:

The Head of Estates, Head of Finance and all members of the maintenance and administration team will be trained as Fire Wardens. The Head of Estates is responsible for liaising with the Fire Service once they are in attendance, the Head of Finance will deputise for the Head of Estates in their absence.

The Fire Wardens are competent persons who have been trained in emergency evacuation procedures and how to spot fire hazards. Online training will be renewed as appropriate to enable them to carry out their duties.

C) TEACHING STAFF:

Teaching staff are responsible for:

- Escorting their pupils safely out of the building in silence and in an orderly fashion.
- Being familiar with and follow the Personal Emergency Evacuation Plan (PEEP) for any pupil in their care.
- Conducting a head count and register 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 Head of Estates or their deputy so that they can pass this information on to the Fire Wardens and the Fire and Emergency service as soon as they arrive.
- Responsible for checking that escape routes are not obstructed and for reporting defects.

4. FIRE RISK ASSESSMENT:

All of the School premises will be subject to a fire risk assessment. This is conducted by an external consultant, liaising closely with the Head of Estates.

The fire risk assessment will be reviewed on an ongoing basis and formally updated every 3 years 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 Head of Estates) 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 procedures and safe systems of work.

Regular assessment will be made by staff, including the Fire Wardens, to ensure that walkways are kept clear of obstruction and tripping hazards.

5. FIRE DETECTION:

All of the School premises will have adequate means of fire detection. The detection equipment will be maintained and checked every six months by a ISO9001 certified/BAFE approved contractor.

6. FIRE ALARM:

All of the School premises has an adequate means of raising the alarm in the event of fire.

The fire alarm system in each building is tested weekly at a known time and day, the alarm will be activated using a different activator point each week, where this is practicable. This is managed and recorded by the Estates Team. An example of the Emergency Action notice is provided as Appendix 1.

The fire alarm system will be serviced six monthly by a ISO9001 certified/BAFE approved contractor. Records of servicing are maintained and held by the Head of Estates.

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 and other firefighting or suppressant systems will be serviced by a competent contractor annually and the service date recorded on each item of equipment.

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.

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 Team.

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.

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 Estates Team when notified.

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 and taking a register 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 Head of Estates.

It is the responsibility of the Head of Estates to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

10. SUMMONING THE FIRE BRIGADE:

The School Office is manned between 8.00am and up to 5.00pm or 6:00pm during weekdays in term-time.

The master panels for the alarm systems are located in the Main Building rear corridor (with a repeater panel located outside the dining room), the Pre-Prep foyer, the Art and DT Block, the Clock Block foyer, Chapel foyer and the Honeypot and each shows the location of a fire. They are fitted with an uninterrupted power supply (UPS).

The School Office is always given advance warning of fire practices.

If the alarm goes off for any other reason, the Office staff will follow evacuation procedures and the Fire and Emergency Service will be notified directly by the Fire Alarm Monitoring Service.

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 Head of Estates.

11. FIRE TRAINING AND SAFETY OF PERSONNEL:

A) STAFF AND PUPILS:

All new staff and all new pupils, including EYFS pupils, are given a briefing on the school's emergency evacuation procedures. Fire action notices are displayed in all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We give fire awareness training to all staff on a regular basis.

B) VISITORS, VISITING STAFF AND CONTRACTORS:

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice and procedures when signing in at Reception.

When large numbers of visitors are at the school for plays, concerts, exhibitions etc. a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

We have a special one to one induction on fire safety for disabled pupils and their carers and for disabled members of staff or visitors. A Personal Emergency Evacuation Plan (PEEP) will be agreed for each person.

When the fire alarm is sounded, it is the responsibility of the carer of a disabled person or the member of staff to ensure that the Personal Emergency Evacuation Plan (PEEP) is followed.

C) LETTING OR HIRING OF THE SCHOOL

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that he/she has read and understood the school's Fire Safety Policy and Procedures.

The hirer should nominate a responsible person to take on the appropriate duties of the Fire Warden.

12. FIRE PREVENTION MEASURES:

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 Head of Estates, Estates Team 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, particularly during maintenance and building works and ensure Hot Works are notified and managed appropriately.

The School also has written policies on Electrical Safety, Lightning Protection and Gas Safety which minimize the risk of fire.

13. FIRE RECORDS:

Records are kept of training, inspections, evacuations and maintenance of systems and equipment by the Head of Estates and monitored by the Health & Safety Committee.

Emergency Action



If adult discovers a fire or other emergency needing evacuation e.g. gas leak:

- Raise the alarm without delay
- Evacuate the building by the nearest exit
- Close windows and doors behind you

If child:

- **Get out** nearest exit, **tell an adult** as soon you can and set off the fire alarm at a call point if there is one where you exit.
- **Go to your fire assembly point.**



Fire Alarm sound: The setting off of a call point or smoke triggering an automatic smoke detector will set the fire alarm off.

This is a continuous ringing bell.



On hearing the fire alarm:

- Alert children to evacuate rapidly and in silence
- Teacher to take the lead – children follow
- All use a safe designated route
- Any assistant should close doors once all children are out



- All classes meet in the **Main Car Park**
- Children line up for head count by Form Teacher
- Report to Fire Marshall
- All other staff, visitors & contractors to remain to the left of Car Park

All Children Remain Silent Throughout



On an evacuation **do not** stop to collect personal belongings.

After a fire evacuation **do not** re-enter any of the school buildings until told to do so by the school's lead fire marshal.



Visitors must proceed out of the **nearest exit** and directly to the **Main Car Park**.
Confirm with the fire duty officer that you have evacuated and are safe.

14. APPENDIX 1: FIRE EVACUATION PROCEDURES

Emergency evacuation notice

- 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.
- 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 car park at the front of the school.
- Do not take anything with you, and do not allow the pupils to take anything. Shut doors behind you.
- All disabled pupils and staff will have a Personal Emergency Evacuation Plan (PEEP) which should be followed when the alarm sounds.
- Take the register of your class, which will be handed to you by the Deputy Head, as soon as you reach the assembly point.
- Report anyone who is missing immediately to the Head of Estates who will inform the Fire Wardens and the Fire Brigade. ***On no account should anyone return to any building until given permission by the Fire and Emergency Services.***
- The Monitoring Service will summon the Emergency Services if the alarm sounds and when required.
- Remain at the assembly point with your pupils until the all clear is given.
- The Head of Estates will seek feedback from staff in relation to the overall effectiveness of each fire drill and implement suggestions and/or recommendations for improvement, as appropriate.

15. APPENDIX 2: ROLES DURING A FIRE DRILL

Personnel:	Role and Function:
Head of Estates	<ul style="list-style-type: none"> • Carries radio and wears high visibility vest • Carries clipboard to record successful evacuation (everyone accounted for) • Brings PEEPS file out for Deputy Head • Attends master panel in Main Building and alerts Estates Team to location of activation • Attends Assembly Point • Liaises with Deputy Head and School Secretary to confirm staff, pupils, visitors and catering staff are accounted for • Directs Estates Team and appointed Fire Marshalls to perform a sweep of their designated buildings in the event of someone not being accounted for • Confirms the final 'All Clear' via radio and records timings of the drill. • Contacts all staff after the drill for feedback and reports to SLT and Health and Safety Committee.
Estates Team	<ul style="list-style-type: none"> • Contact Monitoring Service to place fire alarm on test prior to drill • Carry radios • Await instruction from Head of Estates so they can attend location of activation/call point and carefully and safely ensure the area is evacuated • Respond as required to PEEPs • Sweep buildings as directed by the Head of Estates if anyone is not accounted for by register • Communicate directly with the Head of Estates throughout the drill • Silence the alarm and clear fault/report to engineer as required • Takes system off test with Monitoring Service.
FIRE MARSHALLS	
Head of Finance	<ul style="list-style-type: none"> • Carries radio and wears high visibility vest • Alert staff on the sports field or in the woods to ensure that staff and pupils are accounted for and instruct them to remain there • Open Kitchen Gate • Supervise rear gates to prevent entry • Alert staff on the sports field or in the woods of 'All Clear' • Deputises for Head of Estates as appropriate
Estates and Finance Administrator	<ul style="list-style-type: none"> • Attends Assembly Point • Assist with registering staff and visitors • Deputises for Head of Finance if appropriate

Head's PA	<ul style="list-style-type: none"> • Carry radio and wear high visibility vest • Supervise front entrance to prevent entry of vehicles and ensured the entrance is unobstructed
School Secretary	<ul style="list-style-type: none"> • Unlock school gates as exiting the main building • Carry Reception iPad and check off visitors against Sign in App, with assistance from Estates and Finance Administrator and/or Head of Marketing and/or Registrar • Reports successful evacuation of all staff and visitors to Head of Estates
Events and Logistics Co-ordinator	<ul style="list-style-type: none"> • Carry radio and wear high visibility vest • Brings class registers/coloured cards and gives to Deputy Head to distribute • Supervise front vehicle gates
Head	<ul style="list-style-type: none"> • Attends Assembly Point • Oversees evacuation with assistance from Head of Estates and Deputy Head
Deputy Head	<ul style="list-style-type: none"> • Attends Assembly Point • Responsible for all pupil attendance • Reports successful evacuation of all pupils or missing person to Head of Estates
Head of Pre-prep	<ul style="list-style-type: none"> • Attends Assembly Point • Deputises for Deputy Head if appropriate
Registrar	<ul style="list-style-type: none"> • Attends Assembly Point • Assist with registering staff and visitors
Head of Marketing	<ul style="list-style-type: none"> • Attends Assembly Point and brings school Marketing mobile • Assist with registering staff and visitors
Teaching staff	<ul style="list-style-type: none"> • Bring pupils to Assembly Point • Ensure pupils are lined up in form groups • Conduct a head count, take register and hold up either green or red card to indicate all accounted for/missing person to Deputy Head

16. APPENDIX 3: DESIGNATED BUILDINGS – EVACUATION SWEEP

Personnel:	Buildings:
Estates Team – BW	Art, DT, Honeypot and Pre-prep
Estates Team – PL	Sports Hall, Clock Block and in absence of BW, Pre-prep and Honeypot
Estates Team – J Haigh	Main Building and in absence of BW, Art and DT
Head of Finance	Chapel, PA Studios & Music

17. APPENDIX 4: DEPUTIES IN THE EVENT OF ABSENCE/OUT OF HOURS

Personnel:	Deputy:
Head of Estates	Head of Finance
Deputy Head	Head of Pre-prep
Head of Finance	Estates and Finance Administrator
School Secretary	Events and Logistics Co-ordinator
Estates Team	Head of Estates/Head of Finance as appropriate