



## Fire Risk (Prevention) Policy

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| <b>Person responsible</b>               | Bursar      |
| <b>Last update</b>                      | March 2023  |
| <b>Frequency of Review</b>              | Annual      |
| <b>Date of next review by Governors</b> | Spring 2024 |

## Introduction

The School recognises and understands the responsibilities and obligations placed on the Governing Body and the Head Teacher by the Regulatory Reform (Fire Safety) Order 2005.

The School's priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at the School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

Please also note the separate Fire Emergency Evacuation Procedures related to this Policy.

## Role Of The School Fire Safety Manager

The Bursar is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The Fire Safety Policy is kept under regular review by Governors and the Senior Leadership Team (SLT).
- Fire safety is promulgated to the entire school community. This includes ensuring that all existing staff are reminded of the School's fire procedures and their responsibilities and that the Fire Marshalls and other relevant staff are trained and routinely re-trained as required.
- Everyone in the school (including visitors and contractors) are informed of the clear written instructions (on the wall of every office and classroom), stating where they should go in the event of fire.
- Fire induction training is given to new staff and pupils.
- Procedures for emergency evacuation are regularly tested and lessons learned.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are 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 and Emergency Evacuation Notice

All staff are made aware of the following:

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 on the Prep playground.
3. Shut doors and windows behind you.
4. The Bursar, or in her absence the Head or Deputy Head will summon the Emergency Services if the alarm sounds, if this has not happened automatically.
5. Any disabled pupil in your non-ground floor classroom, will have a special evacuation chair.
6. Take the register of your class as soon as you reach the assembly point.

7. Report anyone who is still waiting to be evacuated, or who is missing immediately to the Bursar who will inform the Fire and Rescue Service. Note that it is the School's responsibility to ensure that its evacuation arrangements include being able to evacuate all persons with a disability and that any such arrangements should not rely on the fire and rescue service involvement. 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.

### **Briefing New Staff And Pupils**

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing by the Site Manager on the school's Fire and Emergency Evacuation Procedures as part of their induction. They will be shown where the emergency exits and escape routes are located, and the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors.

The safe evacuation of everyone - staff and pupils alike, is the School's priority. Special attention is given to pregnant employees and those with a disability. Protecting property comes second. The evacuation of the building takes priority over any measures in place due to the COVID-19 crisis. For example, pupils and staff should always use the exit route indicated from their classroom, irrespective of whether the route includes a route they are not using during the current crisis due to efforts to keep bubbles apart; the safe evacuation of everyone from the building takes priority. No one should attempt to fight a fire at the expense of their own, or anyone else's safety.

The Site Manager and a number of staff throughout the School have been trained in the use of fire extinguishers, and this training is refreshed every two-three years.

### **Summoning The Fire and Rescue Service**

The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the Bursar will summon the Fire and Rescue Service at once.

The Site Manager, Bursar and Head are on duty or on call [24 hours a day, 7 days a week]. They have instructions to summon the Fire and Emergency Services if the alarms go off outside school hours, and it is not triggered automatically, that the School Office is staffed, (unless warned of a planned fire practice).

The fire and rescue service may need confirmation of a fire, or reasonable suspicion of a fire e.g. smell of smoke, prior to responding.

### **Visitors 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. Information about emergency procedures is given. Staff responsible for visitors/contractors should ensure that they vacate the premises on hearing a fire alarm. Contractors working during the school holidays are given instruction on escape routes and the location of the assembly point.

When large numbers of visitors are at the school for Open Mornings, 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.

## Disabled Staff, Pupils Or Visitors

We are aware of the duty of care owed to those with special needs, a disability, or pregnancy, for the need to provide additional support.

Teachers and carers of disabled pupils are also trained in the use of the purpose-built lightweight stairway evacuation chairs which are specially designed for moving disabled people down stairs in an emergency.

A Personal Emergency Evacuation Plan (PEEP) will be prepared for any pupil or staff member who would need assistance to leave the premises in the event of an emergency.

A generic PEEP will be available at Reception for Completion should any visitor need assistance to leave the premises in the event of an emergency.

## Responsibilities of Teaching Staff

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 headcount 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 Bursar. It is the responsibility of the Bursar, or in the absence of the Bursar, a Member of the School Leadership Team, to ensure that this information is passed to the Fire and Rescue service as soon as they arrive.

**On no account should anyone return to a burning building.**

## Responsibilities Of Fire Marshals

Fire Marshals do not have specific duties in the event of fire or other emergencies for looking after pupils. All Fire Marshals are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Fire Marshals receive refresher training every two years.

## Fire Drills

We hold one fire drill every term, two in the Autumn Term. This combined with inducting new staff and pupils with emergency escape procedures, and the presence of trained Fire Marshals in the building helps to ensure that the school can be safely evacuated in the event of a fire. The Caretaker keeps a record of fire drills and monitors any required actions. These are discussed in meetings with Bursar and Head

## Fire Prevention Measures

There is a system for checking that emergency routes are kept clear and signs and notices are accurate. The Bursar and Caretaker check the school regularly to deal with anything seen to be out of place or deemed to be potentially dangerous. Regular checks are also made of emergency lighting, fire detectors, fire alarms and extinguishers. The Fire Risk Officer and the Health & Safety Officer, also both regularly check (every six months) that this work is being carried out.

The School also has the following fire prevention measures in place:-

## Escape Routes and Emergency Exits

- There are at least two escape routes from most parts of the building.
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fire extinguishers (of the appropriate type), smoke/heat detectors, are located in accordance with the recommendations of our professional advisors
- Stairs, passages and emergency exits are illuminated by emergency lighting
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes.
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times. The Caretaker is responsible for unlocking the buildings in the morning, when he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and regularly checks that the emergency lights work, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Caretaker, who with the Bursar also ensure/ arrange for:
  - Monthly checks of fire doors, automatic door closures and emergency lights,
  - Six monthly professional checks on alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers.
  - Contractors to inform the Caretakers of any activity which may affect smoke alarms.
  - Teaching staff should inform caretakers of any events which may set off smoke alarms.
  - Records of all fire evacuation tests are kept by the Caretaker.
  - Records relating to the Fire Risk Assessment and annual reviews are kept in the Bursar's Office.

## Electrical Safety

The School has current electrical test certificates for all its buildings.

Portable appliance testing takes place annually and records of all tests are kept in the Site Manager's Office.

## Gas Safety

All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers

All kitchen equipment is switched off at the end of service.

## Safe Storage

We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

## Rubbish and Combustible Materials

Flammable rubbish is stored away from buildings in the secured rubbish compound.

Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards

## Fire Risk Assessment (FRA)

The full FRA is found in the Fire Inspection Folder and is reviewed annually (or more frequently if required).

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety)

Order 2005 (the FSO). Specifically, it identifies:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment.