

PENNTHORPE

FIRE POLICY AND PROCEDURES

(INCLUDING THE EARLY YEARS FOUNDATION STAGE)



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| ISI Code: | 12b Fire Safety Policy & Procedures |
| Policy Author: | Brian Dempster, Bursar |
| Date Reviewed by Author: | August 2020 |
| Next Review Date: | August 2021 |

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.

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.

ROLES AND RESPONSIBILITIES:

1. THE BURSAR:

The Bursar 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 written instructions on where they should go in the event of fire;
- Records are kept of the fire induction training given to new staff and pupils;
- 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.

2. FIRE WARDENS:

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

The Fire Wardens are competent persons who have been trained in emergency evacuation procedures, use of fire extinguishers and how to spot fire hazards. Training will be renewed every three years to enable them to carry out their duties.

3. 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 PEEP for any pupil in their care.
- 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 Bursar or their deputy so that they can pass this information on to the Fire and Emergency service as soon as they arrive.
- Responsible for checking that escape routes are not obstructed and for reporting defects.

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, such as a suitably trained Bursar. 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 Estates Manager) 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.

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.

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 by the Estates Manager,

The fire alarm system will be serviced six monthly by a ISO9001 certified/BAFE approved contractor. Records of these tests and servicing are maintained in the Fire Log Book held by the Estates Manager.

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.

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 Manager.

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. An example notice is included at **Appendix 1** to this guidance

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 Manager 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 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 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 8.00am and 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 Honey Pot 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 summon the Fire and Emergency Service via a mobile phone when instructed to do so by the Bursar.

The Head and Estates Manager are on call 7 days a week and have standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed, (unless warned of a planned fire practice).

It is the responsibility of the Head to designate this duty appropriately in her absence.

Fire drills will be held every term at the School.

Written records of fire / evacuation drills will be maintained in the fire log book on the O Drive which is kept by the Estates Manager.

FIRE TRAINING AND SAFETY OF PERSONNEL:

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 offer fire awareness INSET training, to all staff on a regular basis, at least every three years. We also offer regular refresher training.

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 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 PEEP is followed.

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.

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 Bursar, Estates Manager 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.

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

FIRE RECORDS:

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

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.

APPENDIX 2: ROLES DURING A FIRE DRILL

| Personnel: | Role and Function: |
|-----------------------|--|
| Bursar | <ul style="list-style-type: none"> • Carries radio • Alerts and directs the Estates team to check all buildings • Checks games staff to ensure any staff and pupils on the sports fields are accounted for |
| Estates Manager | <ul style="list-style-type: none"> • Carries radio • Responsible for checking the main fire panel to ascertain where the fire is • Sweep buildings: <ul style="list-style-type: none"> ○ GTB – Main building, Clock Block ○ BW – Pre-Prep, HP and Art Centre ○ LB – Sports Hall, Chapel, PA Studios & Music • Responsible for calling the fire services if required • Communicates directly with the Bursar |
| Grounds Staff | <ul style="list-style-type: none"> • Carry radios • Check all buildings as directed by the Bursar |
| Fire Marshalls | <ul style="list-style-type: none"> • Carry radios and wear high visibility vests • Supervise the back gate to prevent exit of vehicles (Bursary Administrator) • Supervise front entrance to prevent entry of vehicles (Assistant Bursar) • Assistant Bursar substitutes the Bursar in his/her absence. • Unlock school gates (School Secretary) |
| Registrar | <ul style="list-style-type: none"> • Responsible for providing staff sign in sheet to the Head |
| Head (and Head's PA) | <ul style="list-style-type: none"> • Attends Assembly point • Responsible for all staff attendance |
| Deputy Head | <ul style="list-style-type: none"> • Attends Assembly point • Responsible for all pupils attendance |

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| Assistant Heads | <ul style="list-style-type: none"> • Attends Assembly point • Responsible for all visiting staff and catering staff attendance |
| Matron | <ul style="list-style-type: none"> • Attends Assembly point • Produces absence list and provides to DH |
| Teaching staff | <ul style="list-style-type: none"> • Bring pupils to Assembly point • Ensure they are lined up in form groups • Conduct a head count and report to DH |

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 carpark 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 Office Staff, as soon as you reach the assembly point.
- Report anyone who is missing immediately to the Bursar who will inform the Fire Brigade. ***On no account should anyone return to any building until given permission by the Fire and Emergency Services.***
- The Estates Manager 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.