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## **Fire Safety, Procedures and Risk Assessment Policy**

### INTRODUCTION

ISI Regulatory Standard 3(13) specifies that a school shall comply with the Regulatory Reform (Fire Safety Order) 2005.

Boarding School National Minimum Standards (NMS 7) requires that a school complies with the Regulatory Reform (Fire Safety Order) 2005 and in addition, fire drills are regularly (at least once per term) carried out in boarding time.

### CONTENTS OF POLICY

All schools are required to have plans in place for dealing with fire (and other emergencies). They are expected to test those plans through holding regular practices, to update them and adjust them as their buildings are modified or new ones added. They are responsible for ensuring that all staff, visitors and pupils understand the school's fire evacuation procedures.

Clarity is essential. Escape routes need to be clearly signed, with standard, compliant signage. Escape routes and emergency exits need to be checked regularly to ensure that they are kept clear. Every room and corridor should have a standard Fire Action Notice that states the exit to use in an emergency and the location of the outside assembly area. Equipment needs to be clearly labelled, regularly tested and updated. All schools need modern alarm and detection systems. New or upgraded buildings may also be fitted with automatic sprinklers.

Fire practices should be held once a term; boarding schools should also practice night-time evacuations.

## PART I: FIRE SAFETY

### INTRODUCTION

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of St Andrew's Prep 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. The fire safety policy, procedures and risk assessments at St Andrew's Prep School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

### ROLE OF THE SCHOOL FIRE SAFETY MANAGER

The Soft Services Manager 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 SMT.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are 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 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.

### 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 on the long asphalt.
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 Facilities team will investigate any alarm activation and will be responsible for escalation to the Fire and Emergency Services if required.
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 Fire Marshall 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.

## PART 2: FIRE SAFETY PROCEDURES

### BRIEFING NEW STAFF AND PUPILS

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at St Andrew's Prep School. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of 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. All new staff are shown how to activate the fire alarms if they see or smell a fire.

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 training, including the basic use of fire extinguishers, to key staff annually. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

### SUMMONING THE FIRE BRIGADE

The School Office is open during term time between 0800hrs and 1800hrs during weekdays and 0800hrs – 1300hrs on Saturdays. Outside of term time the School Office is open between 0900hrs and 1600hrs during half terms and holidays apart from the Christmas and bank holiday closedowns. The fire detection master panel shows the location of all the alarm call points on the networked alarm system in the school buildings and is physically located at the entrance to the main school building. The Estates team will investigate any alarm activation and will be responsible for escalation to the Fire and Emergency Services if required.

One of the Estates team is on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. He will investigate any alarm activation and will be responsible for escalation to the Fire and Emergency Services if required.

### VISTORS 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 (see above) and are shown the location of the assembly point.

When large numbers of visitors are at the school for open days, 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 have a special one to one induction on fire safety for disabled pupils and their carers and for disabled members of staff. When a child is enrolled in the school, their Personal Emergency Evacuation Plan (PEEP) will be developed as part of the admission process. Care should be taken that all disabled Pupils with learning difficulties may need to practice their

routes for escape more regularly than termly. If so, this should be written into their PEEP. All people involved in the escape plans for PEEPs involving pupils will need to practice. However, to avoid unnecessary distress or risk to some pupils, simulated escape may be more appropriate.

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

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

## FIRE PRACTICES

We hold one fire practice every term at St Andrew's Prep School. We also practice a night-time evacuation of the boarding houses every term. This combined with a programme of inducting new staff and pupils with emergency escape procedures helps to ensure that the school can be safely evacuated in the event of a fire.

## FIRE PREVENTION MEASURES

We have the following fire prevention measures in place at St Andrew's Prep School:

### Escape Routes and Emergency Exits

- There are at least one escape routes from every part of all buildings
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type), smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- All 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
- The master panel for the alarm system is located at the entrance to the main school and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS).
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times. The Estates Manager is responsible for unlocking the buildings in the morning and checks that escape routes are not obstructed.

- Testing all fire alarms weekly and recording all tests and defects. This is the responsibility of the Estates Manager, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
  - Six monthly professional check on fire detection and warning equipment,
  - An annual service of alarms, smoke detectors, emergency lights and fire extinguishers.
- Records of all tests are kept in the Estates Manager's office.

### Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations, all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- Regular portable appliance testing takes place. Also a member of the Estates Team has been trained in this role.
- Records of all tests are kept in the Estates office
- All computers, projectors, printers and electronic whiteboards are switched off every evening and during holidays and weekends.

### Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Estates office
- Landlord's gas safety certificates are held for all school domestic accommodation.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked at the end of each day by teaching staff to ensure that the central gas supply is turned off.

### 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.
- Weapons and ammunition are kept in a securely locked, fire resistant store that is located within a permanently locked room.

### 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

## LETTING OR HIRING 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. A member of the Estates team is always on [duty/call] when the school is let or hired for an outside function or event.

## PART 3: FIRE RISK ASSESSMENT

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

St Andrew's Prep School has a fire risk assessment which is reviewed every year or more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of St Andrew's Prep School's fire risk assessment are on the health and safety section of the school's Portal for staff to read, together with this document. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.