

Fire Policy, Risk Assessment and Prevention (ISI 12a) Fire Procedures (ISI 12b) This Policy covers EYFS	
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Reviewed by: Bursar
 Applicable to: All Staff

Reviewed: September 2019



Fire Policy and Risk Assessment

The safety of children, staff and visitors is of paramount importance to Feltonfleet School and the measures put in place by management underline this.

It is the School's aim that the work and education environment is as safe from fire as can reasonably be achieved and if a fire does occur, our staff are well trained in procedures for safe evacuation and mitigation of damage.

The School recognises and accepts its statutory responsibilities as an employer, a landlord and as an owner of premises, as defined in the relevant fire safety legislation. It will take all steps reasonably practicable to secure the safety of its employees from fire, together with that of other relevant persons, by taking general fire precautions to make its premises safe.

Under the terms of the Regulatory Reform (Fire Safety) Order 2005 Feltonfleet School must ensure the safety from fire of all staff, pupils, contractors and visitors. In order to do this the School must:

- undertake fire safety risk assessments;
- nominate competent persons for the management of fire safety throughout the school and appoint people with sufficient training, experience and knowledge to undertake the preventive and protective measures required by legislation (employees or outside contractors);
- provide employees with information on:
 - the risks identified by the fire risk assessment;
 - the measures that have been taken to prevent fires;
 - how these measures will protect them if a fire breaks out;
 - appropriate instruction and training for new employees about the fire precautions in the workplace and regularly thereafter ;
- ensure that employees co-operate to ensure that their work place is safe from fire and its effects, and not do anything that will place themselves or other people at risk from fire;
- provide adults who are not employees, e.g. students, temporary or contract workers, with information on the risks fire poses to them;
- publish fire safety procedures for the premises;
- consider the presence of any dangerous substances, e.g. highly flammable substances such as chemicals, LPG and petrol, or radioactive substances, and the fire safety risks they present;
- establish a suitable means of contacting the emergency services and providing them with any relevant information about dangerous substances;
- ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance, and are maintained in good repair by competent persons.

Fire Prevention

The School also recognises and accepts a duty to prevent fire where reasonably practicable and to mitigate the effects of any outbreak of fire.

Feltonfleet is committed to fire prevention and the protection of its staff, pupils, all visitors and property through various procedures and drills. The School ensures that all pupils' and visitors' activities are properly controlled with risk assessments, fire drills, briefings to staff and a control of all contractors when on site.

School fire policy is to reduce the level of risk to the members of the school community in the event of fire by:

- Identifying fire risks, controlling them and reducing them in all school activities;
- Carrying out fire drills and practices at irregular times, including in the boarding house;
- Both maintenance staff and external contractors carrying out regular testing of systems and equipment to ensure that all firefighting systems are working; keeping records of these tests;
- Having a dedicated committee for fire matters and holding formal health and safety meetings;
- Close liaison with the Surrey Fire Safety Officer;
- Ensuring that every member of the school community knows what to do in the event of the fire alarm going off;
- Having comprehensive arrangements in place for those who have difficulty in evacuating buildings in an emergency;
- Taking account of those who may work alone.

Specific Responsibilities

- 1) The Bursar** is the nominated School Health and Safety Officer, with the following responsibilities:
 - carrying out an annual Fire Risk assessment;
 - following up action as required on the Fire Risk assessment;
 - maintaining and making available as required full records of all fire drills conducted in Main School and at Pre-Prep;
 - ensuring, with the Fire Officer, that new staff understand the fire procedures in school;
 - keeping up to date with fire-related legislation, changes to school plant, extinguisher and alarm testing and visits by fire protection officers;
 - keeping records of maintenance of firefighting equipment and the School Fire Log Book;
 - holding an up-to-date list of trained fire wardens in order to ensure full coverage of fire warden duties by appropriately trained staff;
 - ensuring that maintenance and checks of emergency lighting are up to date and recorded;
 - ensuring close liaison with Surrey Fire Services;
 - ensures there is a weekly fire alarm test;
 - maintains a fire zone plan and ensures that copies are located near to fire control system panels and that these are in suitable places around the school;
 - maintains an up-to-date premises information box for use by the Fire Services;
 - ensures that there are nominated members of staff who can be called by the monitoring company to take charge of any fire;
 - ensures that there are adequate fire notices and signage located around the school;
 - ensures that fire extinguishers are maintained and are in suitable locations around the school;
 - liaises with the Surrey Fire Security Officer, holding regular meetings and keeping records;
 - invites the Fire Brigade to visit the school to gain knowledge of the layout of buildings;
 - keeps individual evacuation plans for individuals who require particular support, including a named helper, for evacuation in an emergency;
 - ensures that all the Support staff are aware of the prescribed routes to be used for evacuation from specific buildings
- 2) The Health and Safety Committee** is responsible:
 - for ensuring that fire safety prevention procedures and fire drills are in place across the School. Fire Prevention is an agenda item in the regular meetings of the Health and Safety Committee, where discussions focus on the conduct of fire drills, procedures and the results of action points. The committee provides direction to those with specific responsibilities;
 - that an annual Fire Risk Assessment is carried out along with a follow up action plan.
- 3) The Deputy Head** is responsible for:
 - arrangements for evacuation during a fire of all boarders, as laid down in the School's Fire Safety Procedures and in consultation with the Head of Boarding;
 - the evacuation of all other pupils, and for the regular practice of evacuation drills by all pupils and staff, as well as for the effective follow-up of all action points arising from these drills.
- 4) The Head of Pre-Prep** is responsible for:
 - all matters at Pre-Prep relating to fire;
 - holding fire practices at Calvi House at least once per term, recording these in the Fire Drill Book, identifying action points and implementing them;
 - notifying the children in advance of the first fire practice each academic year.

5) Staff on site

- All staff are responsible for knowing the requirements of the School's fire policies and for playing their part in preventing fire.
- A register is held at Reception of all those on site, including support staff.
- A separate register is held of teaching staff. During a fire drill or a real evacuation, these registers are taken to the assembly point for the roll call.

6) Control of visitors and contractors

- All visitors and contractors are required to report to reception within the Ashbee complex.
- A fire evacuation briefing is given by a member of staff on reception.
- Once the visitors have completed their business they must book out at reception.

7) Responsibilities in connection with dangerous substances

It is recognised that controlled substances are used in the teaching of science and art as well as in the school's administrative, maintenance, grounds and cleaning procedures.

- The School takes all necessary steps to comply with COSHH Regulations.
- The science department maintains procedures for COSHH management under the aegis of its membership of CLEAPSS.
- There is restricted access to the substances kept by the maintenance team in locked containers in the workshops.

8) Responsibilities in connection with Lone Working

A completed risk assessment for lone working is held on file. To reduce the risk of a maintenance worker or contractor becoming injured, the following steps are in place:

- Facilities & Maintenance gather in the morning and again at lunch time – any absentees from these gatherings are followed up.
- The use of radios by facilities and grounds staff allows for contact and monitoring of individuals.
- Contractors are booked in and out for their work on the campus.
- Contractors are accompanied whilst on site during term time. If working during the school holidays, regular visits are paid to those working alone in buildings.

9) Cleaners - closing down procedure out of school hours.

Once the school day has ended, all rooms are cleaned and prepared for the following day. All doors and windows are shut and no one should enter until the following morning. The cleaning staff also take responsibility for locking up certain parts of the School. The cleaning company manager closes the doors to the main building and sets the intruder alarm to protect the Ashbee Centre and Reception.

Fire Alarm Systems

Within school, two fire alarm systems (Calvi House and Main Building) are connected to a monitoring company (see **Procedure in the event of a fire alarm activation**). Other buildings within the school campus have fire alarm systems not linked to the monitoring company, which are stand-alone and sound in the event of a fire in the building concerned.

All fire systems are:

- tested weekly to ensure proper operation;
- serviced annually and every call point tested;
- all smoke detectors are individually tested to ensure proper detection of heat and smoke;
- a full log of all tests is kept with any actions required.

Emergency testing and emergency lighting

The School was fully electrically tested during the summer of 2019. Emergency lighting is tested on an annual basis.

Fire exit routes

These are clearly marked and easily identifiable throughout the School. Regular walkabouts conducted by fire wardens, management and staff ensure that these routes are not obstructed and that all staff and pupils understand that this could be dangerous and is not acceptable.

Fire Evacuation Procedures

This is an overview of practical information for staff and is to be read in conjunction with the Boarding House Fire Procedures. A full version of all the School's Fire Safety Procedures is in the Health and Safety handbook held by the Bursar.

Aim

To reduce the level of risk to the members of the school community in the event of fire.

Objectives

Every member of the school community knows what to do in the event of the fire alarm going off.

General Principles

- Do not attempt to put any fire out. Your first responsibility is to the children.
- If you hear the fire alarm, follow procedures listed below.
- If you have visitors, it is your responsibility to get them to the appropriate muster point.
- Form tutors to walk the route to the muster point on the first day of each term to familiarise pupils with the procedure.

Procedure in the event of a Fire Alarm Activation

- **When the fire alarm is activated, the monitoring company first call the fire brigade.**
- **The alarms in Calvi House and the Main School are automatically connected to the monitoring company.**
- **If the alarm is activated in any other building not on the central fire alarm system, a member of staff in the building concerned (Art Studio, Sports Hall, swimming pool) will ensure the alarm is activated in the Main School building.**

In addition, the school has a staff callout procedure, where a member of the onsite staff is called by the monitoring company, to present him/herself on the roadway outside Reception to liaise with the fire services. The callout list kept by the monitoring company is updated by the school management as required.

Key Personnel

- **All employees and pupils** – all members of staff are responsible for ensuring that they know and carry out the School's Fire Safety Procedures and for communicating them to the pupils in their care. Staff are required to put the safety of pupils foremost when the alarm sounds, directing them to the assembly point and accounting for them at the roll call.
- **The Bursar** is the School's Fire Officer.
- **The Deputy Head** oversees the conduct of Main School fire practices during the day; the Head of Boarding those overnight. During daytime practices the Deputy Head checks on presence of adults.
- **Assistant Head, Operations and Co-ordination** checks with form tutors on pupil presence.
- **The Head of Pre-Prep** oversees fire practices at Pre-Prep.
- **The Office staff** maintain 'grab' lists for checking personnel on site.

1. FIRE EVACUATION PROCEDURE IN MAIN SCHOOL

Daytime Fire Drill

The Fire Alarm is a loud continuous siren.

The Fire Assembly Point is on the centenary pitch by the summer shelter.

- a) If you are in class:
- Close windows and door.
 - Make your way to the fire assembly point on the field in silence.
 - The Teacher in charge should be the last to leave the classroom.
 - At the fire assembly point, **Form Tutors** will do a roll call of their classes.
 - The Office staff will bring the grab file containing class and staff lists to the assembly point.
 - At the end of the drill the teacher in charge will lead the class back to the form/classroom.
 - In the event of actual fire, the same teacher will be responsible for the class until the end of the emergency.
 - Fire Wardens to check their areas of responsibility.
- b) If you are not in your class, make your way quickly to the fire assembly point.

At the Fire Assembly Point:

- **Non-Form Tutors** - Please form a straight line to the rear of the children, so staff presence or non-presence can be quickly noted.
- **Support Staff** - Please form a straight line to the rear of the children, so staff presence or non-presence can be quickly noted.
- Bursar to check with senior members of staff present that those areas of the school not on the main alarm system - Art room, swimming pool, Sports hall and changing rooms - have been notified.

2. FIRE PROCEDURE IN PRE-PREP

1. On hearing the alarm, proceed via the nearest Fire Exit to the muster point which is on the grass area next to the Astro.
2. Children must be accompanied by their teacher, they must walk in an orderly line and there should be no talking.
3. The Head of Pre-Prep, or in her absence a designated teacher, collects the absence lists. Once the classes are lined up, the teachers check they have all pupils in their class.
4. Any member of staff passing the children's toilets will check every toilet cubicle and then close the door to the toilets.
5. On leaving Calvi House, the Head of Pre-Prep or designated person will photograph the staff sign-in board and collect the visitors sign-in book in order that additional adults can be accounted for.
6. Where possible doors should be closed as the building is vacated.
7. Everyone remains at the muster point until told it is safe to return to the building.
8. No-one may return to the building unless authorised to do so by the Head of Pre-Prep or in her absence by the designated person.
9. If in Main School, the muster point is the field.

ADDITIONS TO SCHOOL FIRE PROCEDURES

1. If the fire alarm should go off during inter-school matches:
 - The member of staff in charge of the game will ensure that all pupils who should be at the match are accounted for, including all substitutes, scorers and any additional person. He/she will ask parents present to ensure that all members of their respective parties are accounted for. If it is found to be a practice or false alarm, the match may resume.
 - Those taking games in the school grounds but not inter-school matches will attend the muster on the field as normal.
2. The Deputy Head has overall responsibility for ensuring that all procedures have been completed satisfactorily. When the Deputy Head is absent, the Bursar will assume responsibility.
3. Should the alarm go off after 18:00 hours, the muster point will be on the grass area next to the Pavilion. This applies to any day pupils on site doing clubs, as well as to boarders.

Jason McKinlay
Bursar