



## **Fire Safety Policy**

### **Scope**

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

### **Objectives**

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.

### **Guidance**

The School has in place procedures for:-

- carrying out fire risk assessment;
- preventing fires;
- evacuation in the event of a fire (see appendix one);
- maintaining and checking all fire detection, alarm and fighting systems.

The Estates Manager will act as the School's Fire Safety Coordinator and has responsibility for:

- maintaining and ensuring the local implementation of the School fire procedures;
- Ensuring fire drills and evacuation are dealt with appropriately (see appendix one);
- making and maintaining a 'fire map' of the School premises and identifying places of high risk and the precautions put in place by the School

Copies of these maps are brought to the attention of all employees and others who may be affected by:-

- posting a copy of the fire map on notice boards;
- bringing the fire map to the attention of all employees, contractors and visitors, etc during all training and site induction sessions;

### **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.



- 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 measures and safe systems of work.

### **Fire Detection**

Each of the School premises must have adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons.

### **Fire Alarm**

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

The fire alarm system in each location is to be tested weekly with the date and time made known. This will be managed by the Estates Manager. The alarm will be activated using a different activator point each week, where this is practicable.

The fire alarm system will be serviced six monthly by a competent contractor (e.g. ISO 9001 / BAFE).

Records of these tests and servicing are maintained in a fire log book held in individual buildings.

### **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 fire blankets will be checked monthly and serviced by a competent contractor annually and the service date recorded on each piece 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 monthly testing and annual servicing of emergency lights will be maintained by the Estates Manager.

## **Emergency Fire Doors**

Emergency fire doors both manual and those connected to the fire alarm system are checked weekly.

## **Emergency Procedures**

Written emergency procedures will be provided. These written instructions will include procedures in the event of a fire.

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 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.

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 School Assembly Point Manager. It is the responsibility of School Assembly Point Manager to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

**SUMMONING THE FIRE BRIGADE:** Any staff member discovering a fire, is to summon the Fire and Emergency Service by dialling 999 immediately if they have the ability to do so or if not they should notify the first available member of staff to do so contacting the Highfield school office if possible. External hirers are instructed to summon the Fire and Emergency Services if the alarms go off outside the working hours of the school.

Fire drills will be held every six months, preferably termly at the School. We also practice a night-time evacuation of the boarding houses every term.

Written records of fire / evacuation drills will be maintained in the fire log books for each building.

## **Fire Training**

Staff will be informed in relation to:-

- action to take if they discover a fire, including how to activate the fire alarm
- action to take on hearing the alarm, including location and use of exits and escape routes; and

Pupils will be informed of exits and escape routes.

Visitors and contractors:-

- on arrival at the School will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.
- for events with large numbers of attendees, such as open days, concerts an announcement will be made at the beginning of the event regarding evacuation arrangements.

## **Fire Prevention**

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 Estates Manager with the support of all staff will:-

- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including 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;
- 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.

## **Fire Records**

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

## **Appendix 1: 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 at on the playground.
3. Do not take anything else with you, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The Highfield Admin Office will ascertain if the Emergency Services have been notified.
5. Take the register of your class as soon as you reach the assembly point.
6. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to Assembly Point Manager who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
7. Remain at the assembly point with your pupils until the all clear is given.