



**Spring 2017**

# **Fire Safety Policy**

## **INTRODUCTION**

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school. We ensure that staff, pupils and visitors do not add to the fire risk, by having in place safe evacuation procedures. The fire safety policy, procedures and risk assessments at Rose Hill 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 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 SMT.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school 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 for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- 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, 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 muster point at the cricket pavilion on the school playing fields, Assembly Point signs are visible.
3. If you are teaching a class, take your register with you if it is in your possession otherwise the office staff will bring it to the muster point. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you, if this is possible.

4. The Bursar or The School Office will summon the Emergency Services if the alarm sounds, the building is on fire and it is not a false alarm.
  5. If you have a disabled pupil in your class, you should move him or her downstairs as a matter of priority.
  6. Take the register of your class as soon as you reach the assembly point.
  7. Report anyone who is missing immediately to The Bursar. *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.
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## PART 2: FIRE SAFETY PROCEDURES

### BRIEFING NEW STAFF AND PUPILS

All our new staff (teaching and non-teaching alike) are given a briefing on the school's emergency evacuation procedures on or before their first day at Rose Hill School (see appendix B) 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 INSET training, including the basic use of fire extinguishers, to staff. We also offer regular refresher training. 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 manned between 8.00am and 5.30pm during weekdays throughout the year, in term-time and between 9.15am and 4.30pm during half terms and holidays apart from the Christmas and Easter closedowns. The master panel that shows the location of all the alarms on the networked alarm system in the school buildings is located in the entrance hall. Each alarm panel has a map depicting the fire zones within the building. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service if the building is on fire and it is not a false alarm.

One of The Caretakers or in his absence the Bursar is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. He has standing instructions to summon the Fire and Emergency Services if the alarms goes off outside the hours that the School Office is staffed and if the building is on fire and it is not a false alarm.

### VISTIORS 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 are shown the way to the Muster 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.

### 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 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.

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

### RESPONSIBILITIES OF FIRE WARDENS

We have several trained Fire Wardens. Fire Wardens have specific duties in the event of fire or other emergency for looking after pupils (see appendix A). Members of the teaching staff may also opt to be trained as Fire Wardens.

### FIRE PRACTICES

We hold one fire practice every term. Every Fire Warden has specific responsibilities in ensuring that the school can be safely evacuated in the event of a fire.

Trained Fire Wardens:

Nick Powell	
Sue Noad	Admin Block
Ron Bothwell	Pre-prep & sports hall
Ken Pullin	Theatre & Peter Smith Wing
Anthony Horner	Alan Baker Wing

### FIRE PREVENTION MEASURES

We have the following fire prevention measures in place:

#### Escape Routes and Emergency Exits

- Fire notices are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type), and smoke/heat detectors, are in place where required. 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 in the entrance hall of the administration block 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 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 that the emergency light work, and for reporting defects.
- Testing all fire alarms weekly. This is the responsibility of the Bursar.
  - Annual checks of fire doors, automatic door closures and emergency lights,
  - Six monthly professional check on fire detection and warning equipment,
  - An annual service of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers and hoses.
- Records of all tests are kept in the Bursar's office.
- Displays in corridors, theatre scenery, stage curtains and props and gym "crash" mats are fire retardant.

### 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. Records of all tests are kept in the Bursar's office.
- The Caretakers check that all Scientific and DT equipment is switched off at the end of the school day.
- All computers, projectors, printers and electronic whiteboards have been set to switch off automatically every evening and during holidays and weekends.

### Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. Records of all tests are kept in the Bursar'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.
- All laboratories are checked daily 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.

### 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

### PART 3: FIRE RISK ASSESSMENT

The School's Fire Risk Assessment (undertaken on 16 June 2015, by Mark Crowter GFireE, Fire Safety Adviser) 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, recommendations and action plan.

## Appendix A

### **Safety and Security Duties of the Fire Warden in the Event of the Alarm Being Raised**

Assist with evacuation and carry out a sweep (thorough check) of their designated area including checking toilets and stockrooms for persons trapped or who have not yet evacuated.

Make sure that staff, pupils and visited have responded to the alarm

The Fire Warden will usually be the last person to leave for the assembly point, although you do not have to be. You should not put yourself at risk.

Check to see if any disabled person is waiting for assistance in evacuation.

Fight any small fires with an extinguisher only if it is safe to do so, without increasing risk to yourself or others and only if practically trained in extinguisher use.

Ensure doors and windows are closed as the building is evacuated to contain the spread of fire, heat and smoke.

Coordinate with person in charge of the assembly point (bursar) once you have completed your check of your designated area.

#### Trained Fire Wardens as at 1.3.17:

<i>Name</i>	<i>Area of Responsibility</i>
Nick Powell	Co-ordinator
Sue Noad	Administration Block
Ken Pullin	Theatre and Peter Smith Wing
Ron Bothwell	Pre-prep
Anthony Horner	Alan Baker Wing

## Appendix B

### **What to do when the fire evacuation alarm sounds**

- Do not panic
- Leave the building in a calm, orderly manner
- Walk to the designated assembly point (Cricket Pavilion)
- Use the safest, most direct route
- Do not stop to collect your belongings
- Do not use the lifts
- Go down staircases in single file
- Do not re-enter the building until told to do so by the Fire Service or person in charge of the drill.