Westbrook Hay Prep School

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. This policy applies to the whole school including the Early Years Foundation Stage.

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.

Duties of the Governing Body

Ensure that the following task/procedures are carried out by the responsible person

- a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances;
- develop and implement fire procedures and provide staff training (repeated periodically where appropriate);
- ensure the safety of staff or anyone else legally on the school premises;
- carry out fire drills and contact emergency services when necessary;
- appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including firefighting and evacuation);
- have a suitable system for the provision and maintenance of: clear emergency routes and exits (with doors normally opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers; the maintenance should be by a 'competent person' (for example, ISO9001 certified or BAFE approved);
- provide staff and any others working on the school site with fire safety information.

Guidance

The School has in place procedures for:-

- carrying out fire risk assessment which is reviewed annually;
- preventing fires;
- evacuation in the event of a fire;
- maintaining and checking all fire detection, alarm and fighting systems.

The Estate and Facilities Bursar has responsibility for maintaining and ensuring the local implementation of the School fire procedures; for making and maintaining a 'fire map' of the School premises, showing 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;

All are trained to provide "safety assistance" in the event of a fire.

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 Estate and Facilities. 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 Estate and Facilities) 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.

Regular assessments will be made by staff, including the Fire Officer and Maintenance Team ensure that the walkways are kept clear of obstruction and tripping hazards.

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.

- In the two standalone classrooms (Year 4 and Lower School After School) there are smoke alarms. Notification of fire is made to the School Office /Estate and Facilities Bursar

- 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 Fire Officer and Maintenance Supervisor. The alarm will be activated using a different activator point each week, where this is practicable.

- The fire alarm system is serviced quarterly by a competent contractor (eg ISO 9001 / BAFE).

- Records of these tests and servicing are maintained in a fire log book held by the Estate and Facilities.

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 will be serviced by a competent contractor annually and the service date recorded on each extinguisher/hose reel/system.

Emergency Lighting

- Emergency lighting is installed in the school where lighting would continue to be required in the event of a mains power failure, eg stairs, passageways and emergency exits.

- Battery operated emergency lighting is tested and serviced by a competent contractor

- Records of testing and servicing of emergency lights will be maintained by the Bursar / Maintenance Department.

Emergency Procedures

- Written emergency procedures are provided. These written instructions will include procedures in the event of a fire and where required, procedures in the event of a bomb warning (Critical Incident Plan).

- 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.

- The means of escape are clearly signed and are regularly inspected by the Fire Officer 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 Estate and Facilities and Maintenance Team when notified. Example arrangements are included at Appendix 2 to this guidance.

- 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 Estate and Facilities.

- The School Secretary is responsible for bringing the Schoolbase fire register, visitors' books and sign in/out sheets from the main school office.

- The Director of Music is responsible for bringing the Peripatetic sign in book.

- It is the responsibility of Estate and Facilities 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 5.30pm during weekdays term time and 9.00am – 1.00pm during weekdays in the school holidays apart from the Christmas closedowns. The master panels for Upper, Lower School and Performing Arts Centre (PAC) that show the location of all the alarm call points on the networked alarm system in the school buildings is located in the main school office. The panel for Middle School is located in the foyer of that building. On discovering a fire, the staff have standing instructions to summon the Fire and Emergency Service at once. The Headmaster, Deputy Head, Estate and Facilities and Headmaster's PA live on site and are responsible ensuring the site is safe and secure out of School Office hours.

- Fire drills will be held every term at the School. We also practice an evening evacuation during a Two Night Residential.

- Written records of fire / evacuation drills will be maintained in the fire log book which is kept by the Estate and Facilities in the Fire Drill Log in *adminsare.*

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
- action to take in the event of a bomb alert.

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 Estate and Facilities, Maintenance Team, Fire officer 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;

- 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.

Fire Records

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

Recommended review period:	Annual
Review by:	Estate and Facilities Bursar
Date reviewed:	22.06.17

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. Do not allow the pupils to ake anything with them. Make your way to the assembly point at the Hard Court in the inner circle.

3. If possible, summon the Fire Brigade or inform the School Office / Estate and Facilities / Headmaster.

4. If you have a disabled pupil in your class, you should move them downstairs if possible or direct them, together with their carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge.

5. The School Secretary (or in her absence a member of the Administrative Team) will take the Fire Register folder (which includes a daily print out of the SchoolBase pupil register), visitor's book and sign in/out sheets to the assembly point. The Director of Music will bring the Peripatetic sheet.

6. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Estate and Facilities / Fire Officer / Headmaster 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.

APPENDIX 2: 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 the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her to the refuge point and to wait for rescue by the Fire and Emergency Service. The teacher will ensure that the name of the disabled person and his or her carer, together with the location of their safe refuge point, are passed to the Estate and Facilities /Fire Officer / Headmaster as soon as he or she reaches the assembly point. It is the responsibility of Estate and Facilities / Fire Officer / Headmaster to ensure that this information is passed as soon as possible to the Fire and Emergency Service.