

Including our Early Years Foundation Stage provision

**Fire Safety Procedures &
Risk Assessment Policy**

Authorised by resolution of the Board of Governors

Reviewed Autumn 2016
Autumn 2017
Spring 2019 (1-1-0)
Autumn 2019 (1-1-1)
Summer 2020 (1-1-2)
Autumn 2023 (1-1-3)

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the 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 Gabriel's are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

This guidance is applicable to all premises under the control of the School and details the approach to the control of risk from fire. It ensures that risks from fire are identified and that arrangements are in place to control those risks and it enables the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

The School has in place procedures for:-

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

The Bursar, as the designated school Fire Safety Manager has responsibility for maintaining and ensuring the local implementation of the School fire procedures and 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
- providing at least one trained Fire Marshal in every building. All Fire Marshals are trained to provide "safety assistance" in the event of a fire. Fire Marshals receive regular refresher training.

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In addition, the Fire Safety Manager ensures

- Records are kept of fire induction training given to new staff
- 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.

Fire Risk Assessment

All of the school premises will be subject to a 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

This will be carried out by an external consultant or other competent person. It will be reviewed 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 Bursar) 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 assessment will be made by the Maintenance department to ensure that the walkways are kept clear of obstruction and tripping hazards.

FIRE SAFETY EQUIPMENT

Fire Detection

All buildings of the school premises will 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 Bursar / Operations Manager. The alarm will be activated using a different activator point each week, where this is practicable. The fire alarm system will be serviced by a competent contractor (e.g. ISO 9001 / BAFE). Records of these tests and servicing are maintained on Smartlog held by the Bursar / Operations Manager.

Fire Fighting Equipment

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The fire risk assessment will determine the minimum level of firefighting equipment which must be present in the School premises. Fire extinguishers, fire hoses, and other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher/hose reel/system.

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, eg 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 testing and servicing of emergency lights will be maintained by the Bursar / Maintenance Department and stored on Smartlog.

FIRE SAFETY PROCEDURES

Written emergency procedures will be provided. These written instructions will include procedures in the event of a fire and where required, procedures in the event a lockdown of the school premises is needed.

Notices will be displayed in each building of the School premises detailing the action to take in the event of a fire and they will highlight the assembly point to evacuate to in an emergency. An example notice is included at Appendix 1 to this policy.

There will be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed and will be regularly inspected to ensure they are kept clear of obstructions and tripping hazards.

Personal Emergency Evacuation plans will be written for any permanently or temporarily disabled occupant of the school premises. The Heads of School will complete this for pupils, the Bursar will complete this for any member of staff or contractor. The Bursar should be informed of additional evacuation requirements for any visitor to the school by the member of staff responsible for them.

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. Tutors (Senior School), Form Teachers (Junior School) and Room Leaders (Nursery) 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 Vice-Principal or 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.

Fire Training

Staff will be informed in relation to:-

- (a) action to take if they discover a fire, including how to activate the fire alarm;
- (b) action to take on hearing the alarm, including location and use of exits and escape routes; and
- (c) action to take in the event of a lockdown or bomb alert.

Pupils will be informed of exits and escape routes

Fire Marshals will be trained in:-

- (a) emergency evacuation procedures;
- (b) use of fire extinguishers; emergency procedures; and
- (c) how to spot fire hazards.
- (d) the provision of "safety assistance" in the event of a fire.

Fire Marshals will receive regular refresher training.

Briefing New Staff and Pupils

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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 Gabriel's. We tell them what action to take on hearing the alarm, show them where the emergency exits, escape routes and assembly point are located, and new staff are provided with a leaflet showing escape routes. All new staff are shown how to activate the fire alarms if they see or smell a fire. Fire action notices are displayed by all emergency activation points. Fire and emergency evacuation instructions are displayed in all classrooms.

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. No one should attempt to use a fire extinguisher unless they have been trained in its use.

Summoning the Fire Brigade

The School Office is manned between 8.00am and 5:00pm during weekdays in term-time. The master panel that shows the location of all the alarm call points and smoke heads on the networked alarm system in the school buildings is physically located in the Sports Hall with a slave unit located in the Senior Staffroom. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the Bursar/Operations Manager will check the fire panel and summon the fire and emergency services if appropriate or if in any doubt.

The Caretaker or a member of the Site team is on duty or on call 24 hours a day, 7 days a week, 365 days a year, including public holidays. They will check the fire panel and summon the fire and emergency services if appropriate or if in any doubt (unless warned of a planned fire practice).

Visitors 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 below) and are shown the way to 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.

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 Principal, Vice-Principal, Bursar or Duty SLT member. It is the responsibility of this person 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 building unless authorised by the Fire Brigade.

Responsibilities of Fire Marshalls

We have at least one trained Fire Marshall in or allocated to every building. Fire Marshalls are generally members of the non-teaching staff, such as Technicians, the School Nurse, Maintenance, Security and Administrative staff who do not have specific duties in the event of a fire or other emergency for looking after pupils, although members of the teaching staff may also opt to be trained as Fire Marshalls. All Fire Marshalls are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. They know the emergency evacuation procedures, and how to spot fire hazards. They have been trained in the use of fire extinguishers. Fire Marshalls receive regular refresher training.

Fire Practices

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We hold fire practices once a term and records are kept. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshalls in every building 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 Gabriel's:

The relevant staff 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;
- Consult regularly with the Fire marshals;
- Include fire prevention and evacuation procedures during the induction process with all new starters;
- Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

The following additional measures are also in place:

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings.
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fire extinguishers (of the appropriate type), smoke/heat detectors, fire hoses 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 in the Sports Hall/ Senior Staffroom and shows the location of a fire.
- Alarms sound in all parts of the building. In the Sports Hall they are supplemented by visual alarms (red flashing lights):
- Keeping fire routes and exits clear at all times. The Site Manager/Site Team are responsible for unlocking the buildings in the morning, when they remove bolts, padlocks and security devices from all emergency exits, check that escape routes are not obstructed and that the emergency light work, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Operations Manager/Site Manager, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Monthly 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 Smartlog

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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 on Smartlog.
- 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.

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

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 they have read and understood the school's fire safety policy and procedures. A school caretaker is always on call when the school is let or hired for an outside function or event.

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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.
2. Leave the building by the nearest exit.
3. If possible call the School Office on ext. 200 or 01635 555680
4. 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 ensuring that you are aware of any traffic between you and the assembly point. Ensure that you follow the instruction of any fire marshal or site staff as regards crossing to the assembly point.
5. 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.
6. The School Office or the Bursar or the Operations Manager will summon the Emergency Services.
7. Disabled pupils or those with limited mobility through injury should be taught on ground floor rooms where practicable. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the Bursar / maintenance staff when notified.
8. Tutors and form teachers will register their tutor group at the assembly point.
9. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Bursar, Principal, Vice-Principal or Duty SLT member who will inform the Fire Brigade. *On no account should anyone return to any building until given permission by the Fire and Emergency Services, Principal, Vice-Principal or Duty SLT member.*
10. Remain at the assembly point with your pupils until the all clear is given.

Appendix 2

Disabled Staff, Pupils or Visitors

We have designated safe refuge points on every floor of every building, with signs advising of their location, (usually in a stair well). 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 Bursar or Duty Senior Leader as soon as he or she reaches the assembly point. It is the responsibility of the Bursar or the Duty Senior Leader to ensure that this information is passed as soon as possible to the Fire and Emergency Service.

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| Date | Version | Changes |
|-----------------|---------|--|
| <u>May</u> 2019 | 1-1-0 | Changes to order of information Reference to PEEPs added |
| Autumn 2019 | 1-1-1 | Location of fire panel amended <u>Changes</u> to titles of Estates Manager Main school office hours amended |
| Summer 2020 | 1-1-2 | Policy checked to ensure in line with current procedures and in the light of change of assembly point to front of school. |
| Autumn 2023 | 1-1-3 | Changes to roles with responsibility Removal of landlord reference as no longer have resident caretaker Addition of Appendix 2 |