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## FIRE SAFETY PROCEDURE & RISK ASSESSMENT POLICY

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This policy relates to all sections and activities of the school e.g. the Senior School, the Junior School (including EYFS), Wrap Around Care, Offsite Activities and School run Holiday Activities or Clubs.

### FIRE SAFETY

This policy has regard to the *Regulatory Reform (Fire Safety) Order 2005*

#### INTRODUCTION

The School's priority is to minimize the risk to life and to reduce injury by maintaining the physical fire safety 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 Red House 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 Head of Finance & Compliance 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 (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Fire induction training is given to new staff and pupils.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- Records are kept of all fire practices.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

#### FIRE ACTION 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. If it is safe to do so and you are trained, try to extinguish the fire using the appropriate fire extinguisher that is available.
3. Leave the building by the nearest exit.
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 (Tennis courts at Senior School/Playground at the Junior School).
5. Do not take anything with you. If you are teaching a class, do not allow the pupils to take anything. Shut doors and windows behind you.
6. The Monitoring Station will summon the Emergency Services if required after contacting the School Office.
7. Take the register of your class as soon as you reach the assembly point.
8. Report anyone who is missing immediately to the School Fire Officer who will inform the Fire Brigade. *On no account should anyone return to any building until given permission by the Fire and Emergency Services.*
9. Remain at the assembly point with your pupils until the all clear or further instructions are given.

#### FIRE SAFETY PROCEDURES

##### BRIEFING NEW STAFF AND PUPILS

All new staff and pupils, including EYFS pupils, are given a briefing on the school's emergency evacuation procedures on their first day at the School. (See Appendix 1, Induction Fire Briefing Checklist). They are shown where the emergency exits and escape routes are located, and are walked with to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and it is ensured 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 the School's priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. The School offers fire awareness INSET training, including the basic use of fire extinguishers, to all staff. Regular refresher training is also offered. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

### **SUMMONING THE FIRE BRIGADE**

If the fire alarm is activated the School will be immediately contacted by the Monitoring Station Control Centre who will ask whether the fire brigade need to be called.

### **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 fire action notice (see above) and are shown the way to the assembly point.

When large numbers of visitors are at the school for 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.

### **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 or visitors.

### **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 via the Deputy Head / Head of the Junior School to the School Fire Officer. It is the responsibility of School Fire Officer 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**

Fire Wardens are assigned to a particular area of a building. In the event of a fire alarm, Fire Wardens will:

- check that, within their designated area, all rooms are vacated, that doors and windows are closed. However, they should not put themselves unnecessarily at risk to do this;
- prevent persons re-entering the building until permission has been given by the Fire Service;
- report to the Deputy Head (on the Senior School site) and Head of the Junior School (at the Junior School site) at the assembly point on any persons believed to be still in the building and any rooms they could not check.

Details of Fire Officers, Fire Wardens and their areas of responsibility can be found in Appendix 3.

The office staff will provide pre-printed form lists for form tutors and class teachers to register. They will also create a list of all known absentees. They will deliver the forms to the Deputy Head and the Head of the Junior School respectively on each site.

### **FIRE DRILLS**

We hold one fire practice every term at Red House School. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Wardens in every building helps to ensure that the school can be safely evacuated in the event of a fire. Appendix 2 gives details of how to arrange a fire drill.

### **FIRE PREVENTION MEASURES**

We have the following fire prevention measures in place at Red House School:

#### **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) and smoke/heat detectors 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 systems are located in the following locations and show the location of a fire. They are fitted with an uninterrupted power supply (UPS):

- Senior School - opposite the Head of Finance & Compliance's office
- Junior School – main Reception area and ground floor of the Old Vicarage
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times. The Maintenance Supervisor is responsible for unlocking the buildings in the morning, when s/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 (and recording all tests and defects) is the responsibility of the Fire Officers (and Deputy Fire Officers during their absence).
- The Head of F&C arranges for an approved contractor to carry out:
  - A quarterly service of the fire alarms and smoke detectors,
  - A six monthly service of emergency lights,
  - An annual service of fire extinguishers.
- Records of fire alarm tests are kept in the Junior School and the Senior School Offices and service and maintenance records are kept in the Head of Finance & Compliance's office.
- The kitchen is fitted with heat alarms.

### **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
- Regular portable appliance testing takes place by an external contractor.
- Records of all tests are kept in the Head of Finance & Compliance's office.
- The Caretaker checks that all Scientific and DT equipment is switched off at the end of the school day.
- Catering staff check that all kitchen equipment is switched off at the end of the day.

### **LIGHTNING PROTECTION**

- All lightning protection and earthing is tested annually by a specialist contractor. Records of all tests are kept in the Head of Finance & Compliance's office.

### **GAS SAFETY**

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Head of Finance & Compliance's office.
- 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 COMBUSTABLE MATERIALS**

- Flammable rubbish is stored securely.
- 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 emergency evacuation procedures and specifies that the hirer is responsible for ensuring that persons attending are made aware of these procedures. A school caretaker is always on call when the school is let or hired for an outside function or event.

### **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

Red House School has a professional fire risk assessment which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of Red House School's fire risk assessments are in the health and safety section of the Policies & Procedures document for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

## APPENDIX 1 - INDUCTION FIRE BRIEFING CHECKLIST

The School Fire Safety Policy required line managers to arrange for new staff to have fire induction briefing on their first day at work. The points on the checklist should be covered.

Premises	School Site
Name of new member of staff	
Department	Date

- Action to be taken on hearing the alarm explained
- Fire alarm point, location shown and method of operation explained
- Fire action notice, location shown and contents explained
- Means of escape seen
- Means of escape, clear of obstructions
- Assembly point seen (where applicable)
- Fire alarm system, brief explanation
- Raising alarm without question or hesitation fully understood
- Location of fire appliances
- Location of fire doors and purpose explained
- Rules on no smoking explained and understood
- Particular fire risks in department pointed out

Signature of new member of staff
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Name of member of staff conducting training
Position
Signature

This form should be completed in duplicate. One copy should be forwarded to the Chairman of the H&S Committee. The new member of staff should take the other copy to the Headmasters PA to be filed in their personnel file.

## **APPENDIX 2 - ARRANGING A FIRE DRILL**

- The School Fire Officer for the site should arrange a date and time for an evacuation drill in conjunction with the Headmaster / the Head of the Junior School.
- Consideration should be given to the evacuation of less able people.
- If a building is shared by different users the School Fire Officer should liaise with the users. Appropriate persons in the building should be consulted to ensure that the timing is convenient and hazardous situations will not be created unnecessarily.
- Usually the drills should be carried out early in the term and should be timed to take place when the maximum number of new pupils is in the building. However the timing may vary depending on local circumstances and to include all groups of staff (i.e. some drills will be timed to include wrap around care staff).
- The Fire Officer is responsible for informing the Monitoring Station that the drill is to take place. On completion of the drill the Monitoring Station should be informed that the drill is complete. Failure to inform Monitoring Station may result in the Fire Service attending.
- The School Fire Officer should record details of the drill on the *Event: Fire Alarm and System and Weekly Fire Alarm Test / Fire Drills* forms in the Fire Log Book. They will then submit a report on the drill to the School Health and Safety Committee. Any defects to the alarm or associated door release or closure mechanisms should be made immediately to the Head of Finance & Compliance who will organise for the School's Fire Alarm Maintenance Contractors to investigate.
- The School Fire Officers, via the Fire Wardens should report any lack of co-operation on the part of any individual to the Headmaster.

Reviewed by A Tomlinson  
October 2018

**APPENDIX 3 - EMERGENCY EVACUATION RECORD – SENIOR SCHOOL SITE**

AREAS OF RESPONSIBILITY	Evacuation/ Safety of Personnel Confirmed
Fire Officer - Mr G McReddie	
Deputy Fire Officer - Mr M Bellew	
Co-ordinating member of staff - Mrs C L Blyth	
Pupils from Year 5 - RC/CT Pupils from Year 6 - HG/PH	Report to Tm Leaders CT
Pupils from Year 7 - CR/CF/JG Pupils from Year 8 - LC/CFr/SW	DBK
Pupils from Year 9 - VM/IL Pupils from Year 10 - TT/FI Pupils from Year 11 - RJ/SL-S/CF/CR	JS
Office Staff - CB/ST/LW/AM/SW Contractors - MB/FG Visitors	<b>CB</b>
Peripatetic Music Staff - GMcR	
Boys' and Girls' Cloakrooms - CFr/MB	
Other Support Staff - JA/ER	<b>JG</b>
Rooms X, Y, Z - IP/VM Art Room and Annexe Rooms (Uniform Shop) - CF/CR Staff Room and Rooms 23 and 21 - MB/CFr Rooms 31, 32, 33 & 34 - CG/PH Learning Hub - EA Music Room - GMcR Rooms C, D and E - SK/FF Labs, Rooms M, N and P - JG Boys' and Girls' Changing Rooms - SW/HG Rooms L and K - SW/HG Rooms R and Q - GB/LR Rooms 16 and 17 - Ct/RC Library - SW Kitchen and Hall - MC House clear - Office	

Staff responsible for building sweep report to CLB - Form Tutors report pupil roll to Team Leaders

**Signed:** ..... **Date:** .....

**APPENDIX 3 - EMERGENCY EVACUATION RECORD – JUNIOR SCHOOL SITE**

AREAS OF RESPONSIBILITY	Evacuation/ Safety of Personnel Confirmed
Fire Officer - Mr S Haywood	
Deputy Fire Officer - Mr F Gibbon	
Co-ordinating member of staff - Mrs G Summers	
Nursery - IM Reception - RD Y1 - BK Y2 - NW / LW Y3 - GS / NA Y4 - IM / RF Office / Barn - RG Kitchen - KG	
Peripatetic Music Staff - RG Contractors - RG Visitors - RG	

**Signed:** .....

**Date:** .....