



Homefield Preparatory School

Fire Safety, Procedures and Fire Risk Assessment Policy

Introduction

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, by 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 Homefield Preparatory School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

Homefield Preparatory School is a responsible employer and take our fire and safety duties seriously. We have formulated this policy to help us comply with our legal obligations to staff, boys and visitors under the Fire Safety Order (2005). These include the provision of a safe place of work where fire safety risks are minimized. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. Our policy at all times is the safety of individuals.

Key appointments:

Fire Officer – Facilities and Estates Manager (or his Deputy)
School Fire Safety Manager - The Bursar

This policy contains Sections:

Section 1 - Emergency Evacuation Plan

Section 2 – Fire Safety

Section 3 – Fire procedures

Section 4 – Fire Risk Assessments

Section 1 - Emergency Evacuation Plan

If you discover a fire:

Raise the alarm immediately. This can be done activating the nearest Fire Alarm Call Point or repeatedly shouting “Fire”. Fire Alarm Call Points are located in every corridor and by external doors and can be activated by pressing hard against the glass with the thumb. Evacuate immediately using the nearest available fire exit. Do not stop to pick up personal possessions. The last one to leave the room should ensure that the door is shut. Report to the assembly point (rear of sports field) for a roll call.

If you are with a visitor, ensure they accompany you. The receptionist will bring the sign in book with them for the roll call.

No one should attempt to use a fire extinguisher unless he or she has been trained in its use.

On no account should anyone return to a burning building.

- **If you hear the fire alarm:**

Leave the building immediately using the nearest available fire exit.

Report to the assembly point for a roll call.

If you are with a visitor make sure they accompany you.

- **Persons responsible for taking roll calls are:**

The Headmaster and Form Tutors. The receptionist is to take form registers, late pupils signing in book and visitor's sheets to the assembly point and distribute them accordingly. A member of the Finance office will collect the staff list from printer in Finance office. This should be given to the Bursar or the Deputy Bursar

- **Fire Wardens – on hearing or setting off the alarm:**

Encourage everyone around to evacuate as quickly as possible.

Check rooms are empty and inform the Headmaster that their area of responsibility is clear.

- **Fire Alarm Status:**

In the event of a fire the Reception staff, under the direction of a Fire Officer, shall call the fire brigade. The Fire Officer will then wait at front of school to liaise with the Fire Brigade.

Emergency Evacuation Notice

The notice below is to be discussed with all new staff and pupils during their induction.

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. Any injured or disabled pupils should be at the front of the pupil line. Make your way to the assembly point at the rear of the school field.
3. Do not take anything with you, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The School Office will summon the Emergency Services if the alarm sounds.
5. If you have a disabled pupil in your class, you should move him downstairs, using one of the special evacuation chairs.
6. The School Office will provide copies of class registers, the visitor's book, pupil signing in and signing out sheets for evacuation checks to be confirmed.
7. Take the roll-call of your class as soon as you reach the assembly point.
8. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Bursar and 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.

9. Remain at the assembly point with your pupils until the all clear is given.

All contractors and visitors are to be shown the following notice before they start work:

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. Make your way to the assembly point at the rear of the school field.
3. Do not take anything with you. Shut doors and windows behind you.
4. The School Office will summon the Emergency Services if the alarm sounds.
5. Muster to the side away from the classes and staff, next to the cricket nets.
6. The School Office will provide copies of the visitor's book to the Bursar, who will cross-check with contractors on site.
7. Immediately Report anyone who is waiting to be evacuated from a designated refuge, or who is missing to the 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.
8. Remain at the assembly point until the all clear is given.
9. No one should attempt to use a fire extinguisher unless he or she has been trained in its use.

Section 2: Fire Safety

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 (including visitors and contractors) are 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 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 Wardens

The school is divided into a number of areas. Each area has a nominated warden, who will clear the area in the case of an alarm and report their findings to the Headmaster.

If a warden is not on site and so will be unable to clear their area, they must inform the Fire Officer at the earliest opportunity. The Fire Officer will nominate one of the reserve Fire Wardens to cover that area for the period of absence.

Staff

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm. All employees are expected to co-operate fully with any procedure that maybe introduced as a measure to protect the safety and wellbeing of staff, boys and visitors.

Fire Detection and Alarm

- Each part of the School premises is incorporated into the school's fire detection systems. The master panel for the alarm system is located in the Main hall. The Panel for the new teaching block is located next to the entrance of the block. The panels show the location of a fire. They are fitted with an uninterrupted power supply (UPS). The detection equipment is maintained and regularly checked by competent persons.
- The alarm can be manually activated by breaking a glass panel, and the smoke/heat detectors are automatically activated when smoke/heat builds up.
- Alarms sound in all parts of the school buildings.
- Each part of the School premise 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 (and defects) recorded. The alarm will be activated using a different activator point each week, where this is practicable. This is the responsibility of the Fire Officer to conduct Monthly checks of fire doors, automatic door closures and emergency lights. They are also to also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - 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 Fire Officer's Office.

Fire Fighting Equipment

- Fires extinguishers (of the appropriate type) are located in every building in accordance with the recommendations of our professional advisors.
- Fire extinguishers, and/or other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher.
- Displays in corridors, theatre scenery, stage curtains and props and gym "crash" mats are treated with a fire retardant spray.

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 Fire Officer'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.

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.
- The Fire Officer should check that all Scientific and DT equipment is switched off at the end of the school day.

- Regular portable appliance testing takes place.
- All computers, projectors, printers and electronic whiteboards have been set to switch off automatically every evening and during holidays and weekends.
- The Catering Manager checks that all kitchen equipment is switched off at the end of the day.
- Emergency lighting is 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 testing and servicing of emergency lights, along with all other electrical tests and records will be maintained by the Fire Officer.

Fire Prevention Measures

We have the following fire prevention measures in place at Homefield Preparatory School: 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 Fire Safety Manager, 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 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 wardens;
- 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 or building work

Section 3: Fire Safety Procedures

The following procedures are in place to ensure high standards of fire safety:

- Fire risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are any other changes that will impact on them. These may include alterations to the premises or new work processes. Fire risk assessments are carried out by the external consultants.
- Notices are 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. Evacuation procedures are posted prominently in every corridor next to the fire alarm call point.
- All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked weekly. These means of escape will be clearly signed with pictograms. The means of escape will be regularly inspected by the Fire Wardens to ensure they are kept clear of obstructions and tripping hazards.

- Training will be provided as necessary, to any staff given extra fire safety responsibilities, such as Fire Wardens / Officers.
- Staff are given annual refresher training on the fire procedures.
- All fire extinguishers will be serviced and maintained annually by a suitable contractor. If any employee notices defective or missing equipment they must report it to the Fire Officer.
- Alarms are checked quarterly by a suitable contractor and weekly by the Fire Officer.
- Emergency lighting is checked every 6 months by a suitable contractor and monthly by the Fire Officer.
- Records are kept of training; inspections; evacuations and maintenance of systems and equipment are kept by the Fire Officer.

Briefing New Staff and Pupils

All our new staff and temporary employees (teaching and non-teaching alike) and all new pupils, including EYFS pupils, are given a briefing on the school's emergency evacuation procedures on their first day at Homefield Preparatory School. 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 all staff at regular intervals. 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.

All employees will be kept informed either directly or via their line manager of any relevant changes to fire safety procedures or fire risk assessments.

Summoning the Fire Brigade

The School Office is manned between 8.15am and 5.30pm during weekdays in term time and the Finance Department is manned during half-terms and the school holiday period, apart from evenings, the Christmas and Easter closedowns. The master panels that shows the location of all the alarm call points on the networked alarm system in the school buildings are physically located in the Main hall and by the entrance to the new teaching block. 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 Services at once.

If the alarms go off outside the hours that the School Office is staffed, the alarm monitoring company will inform the member of the Estate staff that is on call (outside of school hours 7 days a week, and 365 days a year, including public holidays). The member of staff has standing instructions to summon the Fire and Emergency Services, when they deem it necessary.

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 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.

Disabled Staff, Pupils and Visitors

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 Bursar / Fire Officer, when notified.

We have a special one to one induction on fire safety for disabled pupils and their carers and for disabled members of staff.

All the teachers and carers of disabled pupils and staff are trained in the use of the purpose-built lightweight stairway evacuation chairs which are specially designed for moving disabled people down stairs in an emergency. One of these chairs is located by every staircase in the school, because disabled lifts cannot be used in a fire.

We have designated safe refuge points on both floors of the new teaching block, with signs advising of their location. When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him 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 carer, together with the location of their safe refuge point, are passed to the Headmaster as soon as he or she reaches the assembly point. It is the responsibility of the Headmaster to ensure that this information is passed as soon as possible to the Fire and Emergency Services.

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 Headmaster. It is the responsibility of the Headmaster to ensure that this information is passed to the Fire and Emergency services as soon as they arrive.

On no account should anyone return to a burning building.

Responsibilities of Fire Wardens

All Fire Wardens are “competent persons” who have been trained to provide “safety assistance” in the event of a fire. Fire Wardens receive regular refresher training.

Fire Wardens are trained in:-

- (a) emergency evacuation procedures;
- (b) use of fire extinguishers; emergency procedures; and
- (c) how to spot fire hazards.

Fire Practices

We hold at least one fire practice every term at Homefield Preparatory School. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Wardens helps to ensure that the school can be safely evacuated in the

event of a fire. A record will be kept of the date and time taken to evacuate the building, by the Fire Officer.

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.
- 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.
- Keeping fire routes and exits clear at all times. The Fire Officer 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.

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 of 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 he/she has read and understood the school's fire safety policy and procedures. A member of the Estates staff is always on call when the school is let or hired for an outside function or event.

Section 4: Fire Risk Assessment

All of the School premises are subject to a fire risk assessment. This is conducted by an external consultant every three years (or more frequently if significant changes are made to the interior of buildings or new buildings are bought or added) and by a suitably trained competent person, during the intervening years. Generic risk assessments are used for classrooms; but individual ones are needed for corridors, stairs, kitchens, laboratories, workshops etc. In addition, the Fire Officer conducts a fire risk assessment of all the room, laboratories, corridors, stairs, sports buildings etc. each week.

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.

A copy of the fire risk assessment report is 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 assessments will be made by staff, including the Fire Officers / Fire Officer to ensure that the walkways are kept clear of obstruction and tripping hazards.