



MOUNT HOUSE SCHOOL

SCHOOL POLICIES

FIRE RISK PREVENTION

Including Fire Evacuation Policy

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Introduction

This policy sets out the approach that the school has to securing fire safety and is based on the following legislation and guidance.

- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety Regulations 1999
- Department of Communities and Local Government "Fire Safety Risk Assessment- Educational Premises."
- Chemicals Act (COMAH) 2012/2018
- Risk Assessment & Safety 2016

The school's priority is to minimise risk to life and to ensure that there are adequate fire prevention methods in place and clear organisational arrangements in case of fire.

The school produces Fire Risk assessments covering the whole school which are formally recorded and regularly reviewed so as to keep them up to date. Independent Schools Standards Regulations, and the above legislation and guidance, place on the governing body additional duties to:

- Develop a fire risk (prevention) policy which includes the elimination, substitution or reduction of risks from dangerous substances
- Ensure the safety of staff, pupils and visitors
- Develop fire procedures and provide staff with training
- Carry out fire drills and contact emergency services when necessary
- Appoint 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 maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers
- Provide staff and any others working on the school site with fire safety information

Responsibilities

The Board of Directors are responsible for fire safety as outlined in legislation. Ms I Dolan is the designated member for this school. Responsibilities throughout the school for fire safety are outlined below:

Overall management - Board of Directors

- Consider and agree financial resources for any fire precautionary measures outlined in legislation and British Standards.
- Approve the fire risk prevention policy and any reviews.
- Ensure a Fire Risk Assessment has been undertaken and is regularly reviewed.

Finance Director

- Provide an update to the Directors on a regular basis regarding the fire risk assessment of the school and annually review the fire risk (prevention) policy
- Ensure that fire prevention and fire precautions are implemented.
- Ensure that all staff receive adequate training and instruction in fire safety and retain training records. All have received certificates of attendance.
- Ensure that the fire risk assessment is reviewed when there are any material changes to the school.
- Arrange for regular fire practice drills to be undertaken and document the findings of the drill.

All Staff

- Attend fire training as required by the school. An instructor from Bush Fire carry out the training.
- Ensure that the means of escape within their classroom / office / workshops are kept clear of any obstructions.
- Report any issue which may affect the fire safety of the building to the Finance Director, Site Manager
- Ensure that regular testing of the emergency lights are undertaken and recorded by the Site Manager who retains the information in a File in his office.
- Ensure that all recommendations arising from fire risk assessments regarding the fabrication of the building are implemented and recorded by the Site Manager. DECO carries out a 6 weekly check on the Alarm System and records are retained by the Site Manager.
- Organise the maintenance and testing of the fire alarm system and emergency lights by a competent person and maintain the certificates for the installation and maintenance of fire-fighting systems and equipment. A yearly check of the firefighting equipment is carried out by Bush Fire Company and records are retained by the Site Manager.

Fire Wardens

- The school has appointed a number of Fire Wardens. Mr C Heaney; Mr G Scobie; Ms R MacDonald; Mr J Boonzaier and Mr C McCormick.
- Where feasible fire wardens will:
- Check their building/floor to ensure everyone has left and close doors and windows where necessary
- Turn off lights
- Assist other staff in evacuating the premises by ensuring that they use the best available

Fire Exits

- Use fire-fighting equipment where it is safe to do so.

Management Arrangements for Fire Safety

Fire Risk Assessment

The school ensures that a suitable and sufficient fire risk assessment is undertaken on the school premises and that the findings of the assessment are implemented. This risk assessment is reviewed if there are any structural or process changes to the premises.

Fire Precautions

Prevention of Arson

The school takes all reasonable precautions to minimise the likelihood of arson. This includes:

- Supervision of pupils
- Use of CCTV
- Security lighting on all entrances; footpaths, building, and the Car Park.
- Close down procedures for the school site
- School entrance doors being on key pad.
- Ensuring that internal waste bins are emptied on a daily basis.
- Ensuring the Bin Compound areas are free from combustible items.
- Maintaining the Security Gates.

Electrical Safety

- Electrical systems checked regularly
- Portable electrical equipment is subject to an annual portable appliance test. Visual inspection of portable electrical appliances is carried out at the start of each lesson.
- All records are retained by the Site Manager.

Gas Safety

- All boilers are inspected by external contractors.

Hazardous substances

- All flammable substances such as science chemicals, fuel and maintenance products are stored in a locked and secure areas.
- All departments with hazardous substances e.g. Science, must try to eliminate, substitute or reduce their chemicals that they hold within their areas wherever possible.

Means of Escape

The school aims to ensure that all staircases and doors opening onto the protected routes are so designed to prevent the spread of fire. This includes the provision of door closures and automatic door guards where necessary.

The school aims to ensure that all fire escape routes are provided with adequate emergency lighting as identified by the fire risk assessment.

Fire Fighting Equipment

The school provides a suitable number of fire extinguishers and fire blankets as determined by the school's fire risk assessment. All fire extinguishers are checked by a specialist contractor on an annual basis. Fire extinguishers are checked monthly by the Site manager.

Fire Detection

The school recognises that early detection of fire enhances the time available for evacuation and reduces the damage caused to buildings. The school is committed to continuing to review and upgrade its fire detection system in relation to recognised standards.

Arrangements for action to be taken in the event of fire

These fire procedures and action plans are tested regularly (typically termly) in the form of a fire drill. The drills are organised by the Finance Director/SLT/Site manager.

The outcomes of all fire drills are logged and retained by the Site manager who will also follow up any action as appropriate.

Maintenance and Testing

The school makes arrangements for the fire alarm system to be maintained and tested every six months in line with the current British standard by a specialist contractor. The service schedule includes the following:

- Service of fire alarm system
- Emergency lighting is inspected 4 x a year and comprises of the following:
 - 2 x 1 hour discharge test
 - 2 x functional test

Records of maintenance and testing are retained by the Site Manager. In addition the school undertakes regular weekly testing of call points, and sounders as per the fire policy.

Training

Information on fire procedures is provided to all staff. Information is reviewed to ensure that it is suitable and sufficient by means of feedback from fire drills.

All staff are provided with fire awareness training at induction and during employment.

All staff are given training in regard to operation of fire panels and the use of fire extinguishers.

Pupils received instructions on the first day of the term and this is reinforced by an announced fire drill. They receive feedback from the Principal regarding the event on the day.

Safety of staff or anyone else on the school premises (incl. casual workers)

All visitors/ contractors, other than parents/guardians collecting pupils, arriving in the school in term time, are requested to register in reception via the Screen. They must then wear the pass so that it is visible to all. The pass outlines what to do should the alarm be sounded.

Fire Evacuation Policy

Fire or Other Emergency Regulations

TO BE DISPLAYED IN EVERY CLASSROOM AND OFFICE (See attached forms)

Responsible Person

The Responsible Person will direct evacuation procedures in the event of the alarm being raised and ONLY the Responsible Person will decide when it is safe to re-enter the building and inform the site manager to switch off the alarm.

Responsible Person: Principal; if absent Deputy Head, if the deputy Head is absent then a member of SLT.

Raising the alarm

- i. The person discovering the fire or other emergency which requires evacuation of the building should sound the nearest fire alarm.
- ii. On hearing the fire alarm, staff and others will leave the building by the nearest exit and proceed to the assembly point.
- iii. The alarm can be recognised as an ascending tone siren.
- iv. Evacuation procedures must commence for all personnel in the building. Once it has been established that there is a genuine emergency the senior staff should immediately call the Fire Brigade/Police. They should then wait at the assembly point and await arrival of fire services.

Assembly Point

The assembly point for all pupils and staff is in front of Monken Hadley Primary School.

- i. Staff and pupils must make their way to the assembly point as quickly as possible. When this is reached pupils should go to their Year Group location and should get into form groups in single file and alphabetical order for registration. Support staff should report to allotted space.
- ii. Throughout the emergency pupils must remain SILENT so that the organisation and registration of the school can be conducted quickly.

Alarm during registration and lessons

- i. The teacher in charge of a group will direct pupils to stand by desks and to remain silent throughout the emergency. Bags and coats must be left in the classroom. The teacher will then escort the group, in single file, to the assembly point.
- ii. On reaching the assembly point pupils should be directed to their Year and Form group location.
- iii. Any pupils out of normal teaching groups when the alarm sounds should go to the assembly point and report to their form tutor. This also applies to Sixth Form pupils on private study.

Alarm during breaks, lunchtime or movement from registration to lessons

- i. Unsupervised pupils should immediately make their own way quickly and in silence, to the assembly point. Do not run; walk quickly and leave the building by the nearest exit.
- ii. Pupils in social areas will leave escorted by duty staff.
- iii. Pupils on playing fields or playgrounds may not be immediately aware of the emergency. As soon as they realise, they must inform others around them and proceed to the assembly point. **THEY SHOULD NEVER ATTEMPT TO ENTER THE BUILDING WITH THE ALARM RINGING.**
- iv. Pupils in the dining halls will leave under the direction of duty staff.

Return to the buildings

- i. No-one may re-enter the buildings until permission has been given by the Principal.
- ii. If the emergency has taken place during registration or lessons, pupils will return to the buildings in Year order, and line up outside the classroom from which they came at the time the alarm sounded. This operation will take place regardless of any subsequent bell for lesson change, i.e. pupils return to classrooms for belongings and will not move on until instructed. This procedure is to avoid congestion and to aid a smooth return to normal activities.

If the emergency has taken place during breaks or lunchtime, pupils will be returned to the building or released to use playing fields etc., in Year order. Again, if the emergency has extended across a break or lunchtime, pupils should not proceed to classes until a further bell has rung.

Emergency evacuation procedures out of normal school hours and holidays

Definition of out of hours:

Term-time: 16:00 hours until 08:00 hours

Weekends and holiday time: 24 hours

- In the event of an alarm (indicated by a ringing siren)
- Alarms must not be silenced before the cause has been identified
- Everyone must evacuate the building
- The out of hours assembly point is in front of Monken Hadley School
- After 16:00 hours pupils should only be in the building if they are taking part in after school activities, under the supervision of a member staff. The members of staff supervising such activities are responsible for ensuring that pupils leave the building in an orderly manner and proceed to the assembly points listed above.
- If part of the premises is being used for a letting, the person organising the letting will ensure that the evacuation procedure is followed.
- The Site Team Member on duty will investigate the reasons for the alarm.
- In the event of a genuine emergency they will contact the emergency services. No-one must re-enter the building until informed that it is safe to do so by the emergency services.
- In the event of a false alarm, the Site Manager will inform people at the assembly point that it is safe to re-enter the building.

Evacuation Management

Evacuation Manager

The Responsible Person will assume the duties of this role, which are:

- Overseeing the evacuation and checking that all is operation in accordance with the predetermined plan.
- Be available to liaise with the Fire and Rescue Service as necessary.
- Coordinate, disseminate and act on information from the assembly point and the Fire and Rescue Service.

Roll Call Management

Teachers will be responsible for ensuring the roll call is undertaken and passing relevant information to the Principal.

Kitchen staff will turn off all gas and electrical apparatus that does not automatically shut on operation of the fire alarm.

Designated fire wardens (G Scobie -Science; J Boonzaier - Bethany; P Smith-Art; R MacDonald-English; C McCormick-Mount House) will be responsible for General Fire Marshal duties as follows:

- Encouraging everyone in their area to leave the building promptly.
- Closing doors and windows on leaving (if safe to do so).
- Reporting their findings to the Site Manager or Principal.
- Remain available at the assembly point to assist as necessary.

Visitors, Contractors and Special Needs

Unaccompanied visitors and contractors will be informed what sound the fire alarm makes, the location of the assembly point and shown the emergency exits in the area(s) in which they have access or are working and will be required to attend the assembly point on operation of the fire alarm.

Visitors and contractors who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be assessed on arrival at the premises and suitable arrangements made to meet their needs. Accompanied visitors/contractors will be escorted to the assembly point by their host.

Fire Fighting Arrangements

Generally, with the exception of reactive firefighting to secure means of escape, priority will be given to evacuation.

Staff who have been suitably trained may attempt to extinguish a small fire but only if safe to do so.

Staff who regularly come into contact with open flame or heat producing equipment will be provided with additional 'hands-on' training in the use of extinguishers.

When staff use fire extinguishers they must follow the advice below:

They WILL:

- Only tackle small fires
- Ensure they are always located between the fire and the exit
- Be supported by another person if possible.
- Leave the building if the first extinguisher has little or no effect on the fire

They will NOT:

- Enter smoky atmospheres or where it's obviously a rapidly developing fire or the fire is already well established.
- Commence or continue extinguishing a fire if visibility is deteriorating.
- Remain in the building if they feel unwell or the products of combustion are affecting their breathing.
- When using extinguishers to tackle a fire the underlying principle will always be to ensure personal safety and not to over commit to extinguishing the fire.

First Aid Arrangements

The first aid kit will be taken to the assembly point and a first aider will be available to render assistance should this be necessary. The first aider will be responsible for instigating requests for an ambulance should this be necessary.

Emergency Information Pack

To enable the Fire Brigade Commander to better assess the risks to fire fighters a Fire Service Emergency Pack will be presented to the Fire Brigade on their arrival. This will include as a minimum the following information:

- The asbestos register (or copy).
- A drawing of the premises indicating:
- Essential structural features such as the layout of the building, doorways, corridors, stairways etc. (including any fire-resisting structure and self-closing fire doors provided to protect means of escape if known).
- The location of any highly flammable material and pressurised gases e.g. oxygen, LPG and acetylene or any chemical and biological risks would be stored in the locked, secure cupboard.
- The location of main electrical supply switch, the main water shut-off valve and where appropriate, the main gas or oil shut-off valves.

The location of the fire alarm indicator panel and any controls for equipment operated by the fire alarm.