

FIRE SAFETY POLICY

1. **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.
2. **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.

Guidance

3. The School has in place procedures for:
 - a. carrying out fire risk assessment;
 - b. preventing fires;
 - c. evacuation in the event of a fire;
 - d. maintaining and checking all fire detection, alarm and fighting systems.
4. The Bursar has responsibility for maintaining and ensuring the local implementation of the School fire procedures; and for providing at least one trained Fire Marshal to every building (provided by maintenance staff).

Fire Risk Assessment

5. 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 the Estates Manager who is trained and deemed competent. The person undertaking the assessment should liaise closely with Heads of Department.
6. 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 Bursar) and employees' attention brought to any hazards found in the assessment.
7. Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
8. Regular assessments will be made by staff, including the Fire Marshals / Maintenance Engineer / Head caretaker to ensure that the walkways are kept clear of obstruction and tripping hazards.

Fire Detection

9. The School premises must have adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons.

Fire Alarm

10. Each of the School premises has an adequate means of raising the alarm in the event of fire.
11. The fire alarm system in each location is to be tested weekly after school hours by the evening maintenance man. This will be managed by the Estates Manager. The alarm will be activated using a different activator point each week, where this is practicable.

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12. The fire alarm system will be serviced termly by a competent contractor (eg ISO 9001 / BAFE).

13. Records of these tests and servicing are maintained in a fire log book held by the Estates Manager.

Fire Fighting Equipment

14. The fire risk assessment will determine the minimum level of firefighting equipment which must be present in the School premises.

15. Fire extinguishers, fire hoses, wet and dry risers and/or 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

16. 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.

17. Battery operated emergency lighting will be tested monthly (charge & illumination) and an annual full discharge test by a competent contractor

18. Records of testing and servicing of emergency lights will be maintained by the Estates Manager.

Emergency Procedures

19. 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 of a bomb warning. The School's standard written notice is at Appendix 1.

20. 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.

21. There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed with pictograms.

22. The means of escape will be regularly inspected by the Fire Marshals to ensure they are kept clear of obstructions and tripping hazards.

23. 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 Estates Manager when notified.

24. 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 Bursar or the Estates Bursar. It is the responsibility of the Bursar/the Estates Manager to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

25. Fire drills will be held every term at the School, and will include specific drills for the Chapel and the main hall (areas of high pupil density when in use). Written records of fire / evacuation drills will be maintained in the fire log book which is kept by the Bursar.

26. **Summoning the Fire Brigade.** The School's master fire alarm panel is located in the East Wing corridor to Westwood House and is automatically linked to the Cambridgeshire Fire Brigade's

emergency control room. In the event of the alarm sounding, the fire brigade will automatically respond, **but the Office must also phone 999/112 as a secondary activation measure**. If for any reason the alarm does not sound but a response is required, any member of staff should phone 999. The control room must be notified ahead of any planned practice using a code word known to the Bursar and the Estates Manager, or else they will respond.

Fire Training

27. 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 bomb alert.

All staff will undergo annual refresher fire training on an Inset day (routinely the January day).

28. Pupils will be informed of exits and escape routes.

29. Fire Marshals will be trained in:
- a. emergency evacuation procedures;
 - b. use of fire extinguishers; emergency procedures; and
 - c. how to spot fire hazards.

30. **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.

31. **Events.** For events with large numbers of attendees, such as open days, concerts etc, a nominated Fire Marshal must be appointed from attending staff, to provide 'safety assistance' in the event of a fire. The designated Fire Marshal must be in possession of the briefing instructions, megaphone and hi-vis jacket held in the Office during the event. An announcement will be made at the beginning of the event regarding evacuation arrangements by the event Fire Marshal (Appendix 2).

Fire Prevention

32. 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 Bursar, Estates Manager and Heads of Department will:

- a. Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc);
- b. Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
- c. Maintain awareness through training and refresher training of the preventative steps that need to be taken;
- d. Consult regularly with the fire marshals;

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- e. Include fire prevention and evacuation procedures during the induction process with all new starters; and
- f. Pay close attention to the activities of contractors as appropriate.

Fire Records

33. Records are kept of training; inspections; evacuations and maintenance of systems and equipment. These are held by the Bursar (training and evacuations) and the Estates Manager (inspections and maintenance of systems).

Review date: July 18
Next review: July 19
Reviewed by: Bursar

Emergency Evacuation Notice

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.

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 on the front sports pitch.

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.

In the event of the alarm sounding, an automated call is made to the Cambridgeshire Fire & Rescue Service. The School Office or the duty maintenance man will summon the Emergency Services if the alarm sounds as a secondary means to the automated call.

If you have a disabled pupil in your class, you should move him or her downstairs, using one of the special evacuation mats.

Take the register of your class as soon as you reach the assembly point.

Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Bursar/the Estates Manager who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.

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

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Appendix 2 to 3-13 (Fire Policy)

Event Emergency Evacuation Briefing for nominated Fire Marshal

There are no fire practices planned for this event. If you hear the alarm, you are to carry out the following:

Leave the building by the nearest exit which are located (**point out**).

Do not take belongings with you, and do not run.

Make your way to the front sport pitch (**point direction**) and assemble by the green muster point sign.

I will check this venue is clear, and then move to the muster point in a hi-vis jacket – please report to me when I arrive, and await further instructions.

Do not return to any building or your car until told to do so.

In the event of the alarm sounding, an automated call is made to the Cambridgeshire Fire & Rescue Service. The School Office or the duty maintenance man will summon the Emergency Services if the alarm sounds as a secondary means to the automated call. Please do not call 999 yourselves as this causes confusion.