



DITCHAM PARK SCHOOL

*Where every child is known and valued*

# Fire Risk Prevention Policy and Procedures

Compiled by	Estate Bursar
Approved by	Bursar
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## Fire Risk Prevention Policy and Procedures

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### INTRODUCTION

This policy sets out the approach that the school has to managing 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.”

### AIM OF THE POLICY

- To manage fire safety effectively

### OBJECTIVES

- To identify fire precautions required in the school.
- To identify fire procedures for the safe evacuation of the school.
- To identify maintenance and testing regimes for the fire detection system

### RESPONSIBILITIES

The Bursar is the designated responsible person for fire safety as outlined in legislation.

Responsibilities throughout the school for fire safety are outlined below:

#### **Board of Governors:**

To consider and agree financial resources for any fire precautionary measures outlined in legislation and British Standards.

#### **The Headmaster will:**

- Ensure that all staff have received adequate training and instruction in fire safety.



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## Fire Risk Prevention Policy and Procedures

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### **The Bursar will:**

- Ensure that a suitable sufficient fire risk assessment is undertaken.
- Ensure that fire prevention and fire precautions are implemented.
- Organise regular fire drills and document any findings from each fire drill.

### **The Estate Bursar will:**

- Organise the maintenance and testing of the fire alarm system and emergency lights.
- Ensure that weekly testing of the call points and monthly testing of emergency lights are undertaken and recorded.
- Ensure that appropriate and sufficient signs are in place throughout the site, indicating fire doors, fire exits, and to ensure that up to date fire evacuation notices and plans are displayed in appropriate places.

### **All Staff will:**

- Attend fire training sessions as required by the school.
- Ensure that the means of escape within their classroom / office / workshops are clear of obstructions.
- Report any structural defects to the Bursar which may affect the fire safety of the building.
- Assist pupils as appropriate in any fire evacuation.

## **MANAGEMENT ARRANGEMENTS FOR FIRE SAFETY**

### **Fire Risk Assessment**

The production of a fire risk assessment allows the school to identify any fire hazards; the precautions the school has in place to control these hazards and the identification of any additional control.

The school will ensure that a suitable and sufficient fire risk assessment is undertaken on the school premises and that the findings of the assessment are implemented.



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## Fire Risk Prevention Policy and Procedures

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Where there are significant findings of the fire risk assessment, the Bursar will ensure that these are relayed to the appropriate staff and that all structural controls are implemented. The fire risk assessment process will be managed by the Bursar who will arrange for all further identified structural controls to be implemented.

The fire risk assessment will be reviewed annually, when any structural changes to the school buildings take place or where new activities are being undertaken which may introduce fire hazards.

### **Fire Safety Audit**

An annual fire safety audit will be undertaken by the Bursar and the findings communicated to the health and safety committee.

## **FIRE PRECAUTIONS**

### **Prevention of Arson**

The likelihood of arson at the school can be considered low, given its remote, rural location and the presence of the Headmaster resident on the school site. However the school takes all reasonable precautions to minimise the likelihood of arson. This includes:

- Supervision of pupils
- Security lighting where appropriate on entrances, footpaths and building facades
- Securing of school site at night and weekends.
- Locating waste and recycling containers in a waste area located away from school buildings, in the Estate Compound.
- Ensuring that internal waste bins are emptied on a daily basis by the School Caretaker and Cleaners.
- On-site security provided by the Caretaking and Security Officer, the live-in Headmaster or contractual security patrols as necessary.

### **Electrical Safety**

Arrangements are made to ensure that the fixed electrical installations wiring of the school is inspected on a 5 year rolling programme.

All portable electrical equipment is subjected to a portable appliance test every two years. All new equipment is tested upon purchase.



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## Fire Risk Prevention Policy and Procedures

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### **Gas Safety**

The school is supplied by tanked LPG gas and all gas tanks are maintained by Calor. All gas supplies to the boilers and kitchen are subjected to an annual inspection by a Gas Safe registered engineer.

### **Storage of hazardous substances**

All flammable substances used in the Science, Design & Technology and maintenance departments are stored in 30 minute fire resistant cabinets. The location of such storage is marked on the fire plans at the front entrance of the school.

Fuel oil for heating is stored in separate double skinned, bunded tanks located away from buildings.

### **MEANS OF ESCAPE**

The school provides adequate means of escape in the event of a fire. The main protected escape routes for evacuation from the main school are:

- Main staircase
- Back staircase
- Junior corridor
- Tower staircase
- Through IT suite corridor.

Both the Sports hall and Art block are standalone buildings and have protected routes.

Most single storey buildings have more than one escape route.

All openings onto protected fire escape routes are fitted with an appropriate fire rated door fitted with intumescent smoke seals and an automatic closing device. This prevents the spread of fire and smoke for a minimum of 30 minutes.

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. A weekly visual check is conducted by a member of the estate staff.



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## Fire Risk Prevention Policy and Procedures

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Nominated staff in high risk areas such as science and D & T receive training on the use of fire extinguishers at regular intervals by the Estates Bursar.

### **FIRE DETECTION**

The school has a fully integrated alarm system, with all call points and the majority of heat/smoke detectors linked to a fully addressable control panel. The only exception to this is the Court Theatre and temporary Nursery Building which has standalone smoke detectors although the call points in the Theatre are linked to the main system.

There are four fire alarm panels located throughout the school and the fire alarm system can be accessed from any of these. They are located outside the school Office, Sports Hall foyer, New Junior Building and the foyer in the main entrance.

The system is linked to an external agency, Yeoman Monitoring who will automatically alert the Fire Service in the event of a fire alarm activation.

### **ARRANGEMENTS FOR ACTION TO BE TAKEN IN THE EVENT OF FIRE**

#### **Fire Procedures**

In the event of a fire alarm activation all personnel should vacate the building by the nearest, safe exit and proceed to the Muster Point at the front of the school. Teachers in charge of classes should ensure routes are clear and lead their pupils out of the building in a quiet controlled manner. The school provides an action plan in the event of fire and these are displayed by all external doors and communal areas. Visitors are to vacate the building and proceed to the muster point, instructions are displayed on the Inventory monitor at sign in and on the back of their visitor pass. The main fire procedures are provided in Appendix I.

In addition the following fire procedures guidance is also provided (Appendix II)

- Fire Officer guidance notes
- Office Fire Emergency Marshall
- Teacher Fire emergency guidance notes (see Appendix II), these are handed to new members of teaching staff by the Estate Bursar during their Fire Safety Induction during the first weeks of the employment at the School.

#### **Fire Drills**

The testing of the fire procedures is undertaken in the form of a fire drill which is undertaken at a minimum of once per term and arranged by the Bursar in consultation with the Headmaster.



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## Fire Risk Prevention Policy and Procedures

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All drills are logged by the Estate Bursar.

The outcomes of the fire drills are reviewed by the Bursar / Estate Bursar to identify any remedial measures or changes in procedures.

### **MAINTENANCE AND TESTING**

Arrangements are made for the fire alarm system to be maintained and tested on an annual basis by a specialist competent contractor. The service schedule includes:

- Servicing of the fire alarm system, including all detectors and call points.
- Service and 3 hour discharge of all emergency lights

In addition the school undertakes the following tests on a weekly basis:

- Testing of fire alarm system.
- Visual check of fire extinguishers.
- Maintenance of escape routes.

On a monthly basis:

- Emergency lighting test.

Records of all maintenance and testing are retained by the Estate Bursar.

### **STAFF TRAINING**

Information on fire procedures is provided to all staff via the staff handbook. Information is reviewed to ensure that it is suitable and sufficient by means of feedback from fire drills and via the health and safety committee.

All new staff are provided with a tour of the building by the Estate Bursar to walk through fire escape routes and are briefed on emergency procedures.

All staff are provided with fire awareness training on an annual basis by either the Estate Bursar or an outside agency, as a minimum.

### **CONTROL OF CONTRACTORS AND VISITORS**

In order to account for all visitors on site in an emergency, all contractors and visitors are required to sign in at the main reception during term time using the schools Inventory access control system.

Instructions on fire and emergency procedures are displayed on the inventory monitor and on the reverse of their inventory pass.

All contractors are required to notify the Estate Bursar if any hot work is being undertaken and are required to complete a Hot Works Permit form. These should be provided by the contractor but can be obtained from the Estate Bursar or the Bursar.



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## Fire Risk Prevention Policy and Procedures

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### APPENDIX I

#### FIRE INSTRUCTIONS AND BUILDING EVACUATION PROCEDURE

1. Anyone discovering a fire should **sound the alarm** (at the nearest call point) and report to the Estate Bursar the nature of the activation.
2. The fire brigade will be automatically called via Yeoman Monitoring or by the School Fire Officer/Estate Bursar
3. The alarm is a continuous ringing of the bells or siren in the Martin Pryce Building. Once the alarm has sounded **no-one is to leave the school site.**
4. In the case of an activation, **all personnel should make their way to the muster point on the field at the front of the school by the nearest safe exit. Lifts must not be used.** Movements out of the building should be as quick as possible without talking, running or panic. All bags and other impediments should be left behind in the rooms when they are vacated. **Staff must check that all students have left the room,** if safe to do so close all windows and doors and proceed to the muster point.
5. School office staff to collect, Inventory Access Control ipad, Class Registers, Pupil signing in/out book, Fire Emergency Wallet, walkie talkie, whistle and megaphone. The Fire Emergency Wallet to be handed to the **School Fire Officer** and the megaphone handed to the Headmaster or Head of Seniors.
6. **Fire Assembly Points.** On the sports field to the front of the main school building.
7. **All staff** are asked to assist in the evacuation and should assemble with their classes as appropriate and await further instruction from the School Fire Officer.
8. During public examinations the **invigilators will**, if safe to do so:
  - a) collect the scripts and question papers, and take them to the Examinations Officer at the assembly point and
  - b) escort candidates in silence to a separate area of the sports field where they will remain under examination conditions. Staff without specific duties will be asked to assist as required.
9. Safe Havens. The School Fire Officer will consult with the Headmaster and in particularly bad weather may direct personnel to a Safe Haven. The Safe Haven will be in either the Martin Pryce Building or the SDH where you will await further instructions.
9. The prime objective of all staff, particularly academic staff, is to ensure the swift and effective evacuation of children. It is not expected that academic staff will fight a fire unless it is to facilitate a means of escape.



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## Fire Risk Prevention Policy and Procedures

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11. The Estate Bursar and Estate team will check the nearest fire panel to determine the location of the activation and if safe to do so investigate the area for evidence of a fire.  
**No one must enter a building if there is a perceived danger from fire or smoke.**
  
12. **The Estate Bursar will liaise with the Fire Brigade and relay to the School Fire Officer. The order to reset the fire alarm and dismiss will be given by the School Fire Officer or their Deputy.**



### APPENDIX II

#### FIRE SAFETY AND EMERGENCY EVACUATION

## OFFICE FIRE EMERGENCY MARSHAL (OFEM) GUIDANCE NOTES

### DURING AN EMERGENCY EVACUATION

#### When the alarm sounds:

- When the alarm sounds ensure that all staff, pupils and visitors within your area are evacuating the building.
- Close windows and doors, if safe to do so.
- **Do Not** lock the school office door.
- Be confident and assured when asking people to leave.
- Collect the office walkie talkie.
- Collect Inventory Access Control iPad, Class registers, Emergency fire wallet, and Pupil signing in/out book.
- Collect megaphone and whistle.
- Proceed to the **FIRE ASSEMBLY POINT**.
- Give the Megaphone and Whistle to the Headmaster or Head of Seniors.
- Distribute Class registers to teachers.
- Give Emergency Fire wallet to the School Fire Officer or their Deputy.
- Check, staff and Visitors against Inventory Access Control iPad.
- Collect Class registers after roll call and hand to the School Fire Officer.
- Stay with the School Fire Officer until the end of the incident in case they require your assistance.
- Return all registers etc to the school office after the School Fire Officer (or Estate Bursar) gives the 'all clear' to re-enter the building.

#### After an emergency evacuation:

- Estate Bursar to talk to other colleagues to discuss what went well/not so well.
- School Fire Officer will discuss any issues with The Estate Bursar.
- Inform your colleagues of any changes that may involve your area.



# TEACHERS FIRE EMERGENCY GUIDANCE NOTES

### Before an emergency evacuation

- Work out the area/class for which you will be responsible.
- Get to know your area, fire exits, evacuation routes etc.
- Discuss with other colleagues exactly where you will cover between you.

### DURING AN EMERGENCY EVACUATION

#### When the alarm sounds:

- Ensure that all staff, pupils and visitors within your area are evacuating the building in a controlled manner.
- Close windows and doors and turn off any equipment in use if safe to do so.
- Be confident and assured when asking people to leave.
- Look out for smoke, use vision panels in doors, **ALWAYS CHECK DOORS WITH THE BACK OF YOUR HAND.**
- **NEVER** open a door when you suspect there to be a fire behind it – you may encourage the spread of fire.
- Proceed to the **FIRE ASSEMBLY POINT** on the sports field outside main entrance to school.
- Inform School Fire Officer or the Estate Bursar immediately if you suspect the source of the alarm.
- Collect class register from Office Fire Marshall.
- Call register and return to Office Fire Marshall verbally noting any absentees.
- Wait for the 'all clear' from the School Fire Officer/Estate Bursar – **NO ONE ELSE CAN TELL YOU TO RE-ENTER THE BUILDING.**

#### After an emergency evacuation:

- Talk to other colleagues to discuss what went well/not so well, at Juniors Meeting and Seniors Briefing / Health & Safety Representatives
- Discuss any issues with the Estate Bursar in the first instance.
- Inform your colleagues of any changes that may involve your area.



## **SCHOOL'S FIRE OFFICER GUIDANCE NOTES**

### **DURING AN EMERGENCY EVACUATION**

#### **When the alarm sounds:**

- **You** have now assumed **control** of the school and buildings and as such are the co-ordinator for the whole Fire Emergency procedure.
- Put on your High Visibility jacket.
- Turn your Walkie Talkie to channel 16 to maintain contact with the Estates Staff.
- When the alarm sounds ensure that all staff, pupils and visitors within your area are evacuating the building.
- Be confident and assured when asking people to leave.
- Assemble with the Headmaster at the **FIRE ASSEMBLY POINT**.
- Keep the Headmaster informed of developments at all times.
- A member of the school office will hand you the **Emergency Fire Wallet** which must be handed to the Fire Brigade on arrival.
- You will verbally update the Fire Service if all personnel, visitors and pupils are accounted for.
- Liaise with Fire Brigade as to when the fire alarm can be reset and personnel dismissed.
- After consultation with the Fire Brigade or the Estate Dept. you will issue the 'all clear' and instruct staff, pupils and visitors to re-enter the buildings. **No one else apart from you or the Estate Bursar can issue this instruction.**

### **AFTER THE EMERGENCY EVACUATION**

- Talk to your FEMs to discuss what went well/not so well.
- Talk to the Headmaster to discuss what went well/not so well.
- Make sure the incident is logged in the fire book by the Estate Bursar.
- Inform colleagues of any changes that may result from any consultations.



## **FIRE MARSHALL GUIDANCE NOTES**

### **DURING AN EMERGENCY EVACUATION**

#### **When the alarm sounds:**

- Put on your High Visibility jacket if nearby.
- Pick up your Walkie Talkie and tune to **channel 16**.
- All Estate Staff assemble at the main school entrance and await instructions.
- Mat Mitas to assemble at the northern car park adjacent to the Art block to stop visitors approaching the school.
- All Fire Marshalls to stop visitors entering the buildings and direct them to office staff at the muster point at the front of the main building.
- Be firm, confident and assured when directing visitors to the muster point.
- Maintain contact with the Bursar/Estate Bursar at all times.
- Keep the Headmaster informed of developments at all times.
- After consultation with the Fire Brigade the all clear will be given by the School's Fire Officer.

### **AFTER THE EMERGENCY EVACUATION**

- The Estate Bursar to talk to Fire Marshalls and discuss what went well/not so well.

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