



## Fire Safety Policy

---

### 1. Introduction and Aims

It is the overall aim of St Edward's School to minimise the risks to staff and pupils, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place.

### 2. Fire Safety Management

Main duties are:

- To minimise risk from fire through risk assessments
- To ensure adequate staff/ fire manager training has taken place
- To produce an emergency plan and put up fire notices
- To conduct fire drills
- To check adequacy of firefighting apparatus and its maintenance
- To implement recommendations from the annual Fire Risk Assessment
- To consult with the Fire Risk Assessment officer on matters of fire safety
- To conduct regular fire safety inspections and record the findings
- To make frequent informal checks
- To ensure fire escape routes and fire exit doors are unobstructed and operate correctly
- To check fire detection and protection systems are maintained and tested and records kept
- To ensure Fire Safety Log Book is kept up to date and accessible

### 3. Fire Procedures

Notices displaying the fire procedures are displayed in each classroom and at each fire alarm call point.

Persons Responsible for Fire Safety:

Responsible Person	Headmaster / Deputy Heads
Competent Person	Site Manager – Mark Stone
Fire safety training, induction & revision	Headmaster – Graham Maher
Fire Risk Assessments	South Coast Compliance / Headmaster Graham Maher
Fire Drills	Headmaster Graham Maher
Updating of Fire Safety Log Book / recording	Site Manager – Mark Stone
Checks on Call Points	Site Manager – Mark Stone / P Corbett
Emergency Light Checks	Site Manager – Mark Stone / P Corbett / Commfire
Fire Escapes Unobstructed	Site Manager – Mark Stone / P Corbett
Check Fire Detection / Protection Equipment	Commfire Paul Seager
6 Monthly Fire Inspections	Site Manager – Mark Stone
Emergency Medical Supply	Medical Administrator – Jack Smith / Joseph Orilua

### 4. Fire Safety Training

Appropriate specific training for the Headmaster / Deputy Heads and Site Manager (Mark Stone) will be undertaken at least every three years.

All staff will have internal training every year. This will include:

- Understanding the Emergency Plan/Fire Procedure
- The importance of fire doors
- The significant findings of the Fire Risk Assessment

- Guidance on the use of relevant firefighting equipment e.g. fire extinguishers, fire blankets – to protect escape route
- Reporting to the assembly area
- Exit routes including alternatives
- General matters of fire safety e.g. keeping combustibles away from possible ignition sources
- Assisting visitors and any disabled persons from the building

In addition:

- Practical Fire extinguisher training to be provided every 3 years for all staff.
- All Contractors or voluntary staff to be given fire procedure information.
- New staff to be taken through the Fire Policy and Training Schedule as part of Induction.

All records of training and induction are recorded in Fire Safety Log Book, which is located in the Site Manager's Office.

### **5. Fire Risk Assessment Process**

Fire Risk Assessment is carried out annually by the school's nominated supplier (South Coast Compliance). This is recorded onto a Fire Risk Assessment, an audit visit carried out by the Fire Risk Assessor forms the basis of the assessment. All issues that present a fire risk must be transferred onto an Action Plan, to be actioned as per the priority rating given. Where this is not possible, a mitigating statement should be written into the assessment as per School's Health & Safety procedures.

### **6. Evacuation Drills**

The procedure for emergency evacuation (see Appendix 1) is displayed in each classroom and by each fire alarm call point.

The main alarm panel is situated in the entrance hall. An additional panel is situated inside the cleaning cabinet under main stairs.

Fire drills are executed by the Headmaster or designate, via this panel or from call points around the school.

Fire evacuation drills should be carried out on a termly basis three per year. Where required they may be undertaken more frequently, particularly if there are new staff or pupils often to capture all persons that regularly use the building to ensure they are familiar with the procedures. Different times and days of the week are used, some drills are unplanned (false alarms) whilst others are planned with staff being given notice ensuring all staff are aware of the procedures.

All drills will be logged in the Fire Safety Log situated in Site Manager's Office.

## 7. Staff Roles & Responsibilities in the Event of an Evacuation Alarm

The first priority of all staff is to ensure that all pupils, visitors and staff leave the building safely.

Action	Person Responsible	In case of absence
Evacuation of all staff and pupils	Headmaster	Deputy Heads or most senior person in school
Collection of registers and staff / visitor signing in book / sheet Collect Pupils Emergency Medical Cards	Receptionist	Secretary
Calling the Fire Service	Headmaster	Deputy Heads / Secretary
Meeting The Fire Service	Headmaster	Deputy Heads
Emergency Medical Supply Bag	Jack Smith	Medical Administrator
Pupil roll call	Headmaster	Deputy Heads
Staff attendance	Assistant Head (Pastoral) and Assistant Head (Wellbeing)	Upper School Pastoral Care Manager and Assistant Head (Academic)
Visitor head count	Receptionist	Secretary
Attend fire alarm panel and carry out initial observations to determine action	Site Manager and Fire Warden	2 x Fire Wardens

In general, all staff and pupils will assemble at the assembly point, unless the source of the fire makes this impossible. Teachers will immediately do a head count. Absentees will immediately be reported to the Headmaster/Deputy Heads.

If immediately possible on route and safe to do so, Administration Staff will take their laptop during an evacuation.

## 8. Fire Doors & Exits

The final fire exit doors open outwards and have been fitted with immediate release locks so that in the event of a fire alarm the final exit doors will automatically open and require no key or even the door handle to be operated to exit the building. All doors should be closed after the last person has exited. This will prevent fire spreading and so minimise damage. All fire exit routes are signed clearly with directional arrows. Internal Fire doors must not be routinely held open. Where doors are held open they have been fitted with door closers that automatically close the door in the event of a fire alarm. On NO OCCASION must a Fire Door ever be locked while the School is occupied. Locking Fire Doors or otherwise blocking exit routes is a serious disciplinary issue.

## 9. Follow-up to Evacuation Drills

Drills must be recorded in the Fire Safety Log Book located in the Site Manager's Office. Timing of each evacuation must be recorded accurately (guidelines state 2½ minutes per storey of a normal risk building). Everyone will receive immediate feedback on the success of the evacuation at their assembly point. As part of Health & Safety monitoring, the Headmaster, Governor and Fire Safety Officer will periodically check the Fire Safety Log Book and the evacuation schedule.

## 10. Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment & Systems

Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants (Commfire – 0845 310 2424). Staff will also carry out the routine tests on the systems and precautions as detailed below (Frequency of testing).

## 11. Frequency of Testing

System	Frequency	Method of test
Fire Alarm	Weekly	Visual check of panel for fault indicators.
Fire Alarm	Weekly	Test key operation of different call points each week in rotation
Fire Alarm	At least 6 Monthly	Service and battery test – Commfire
All external and internal doors	Daily	Confirmation that all exits open or close as required and are unobstructed.
Emergency Lighting – Function Test	Monthly	Flick test operation to test light and circuit breaker.
Emergency Lighting – Discharge Test	Annual	Switch on and left for at least 3 hours to test battery operation and functionality.
Fire Extinguishers and Fire Blankets	Weekly	Check that equipment works correctly and has not been tampered with i.e. seals and tags intact.
Fire Extinguishers	Annually (5 Yearly)	Qualified Service - recorded

Records for these tests are available in Site Manager's Office.

## 12. Disabled Pupils/Members of Staff

All persons that require assistance to evacuate the building should have a written Personal Emergency Evacuation Plan (PEEP). Staff should be aware that they must endeavour to evacuate them in the event of an emergency (without putting themselves at risk), and not wholly rely on the fire and rescue service due to their proximity to the school.

## Appendix 1: Emergency plan in the event of fire

---

### **Evacuation is the most important duty for all staff.**

- (1)** All occupants of the premises will be warned of a fire by the sounding of an alarm.
- (2)** Employees must ensure they are familiar with the sound of the fire alarm.
- (3)** If a member of staff discovers a fire, or if the alarm is activated they must take the following action:
  - (i) Operate the nearest fire alarm if it has not been activated:
  - (ii) Leave the building by the nearest exit:
  - (iii) Report to the Assembly Point adjacent to the old gymnasium.
- (4)** Occupants will leave the building by the nearest viable fire escape route in a calm manner following the green and white FIRE EXIT signs. Pupils are escorted out of the premises by staff night and day.

### **Practice evacuations**

The staff and pupils practice, at least once per term, arrangements for muster following activation of the fire alarm.

### **Day time evacuations – pupils in session (including Extended Day)**

Pupils muster in class groups.

Staff muster in pre-arranged groups around the pupils for roll call.

A formal roll call takes place, with a record taken of attendees, as soon as possible after muster.

The fire assembly disperses only when the Duty Senior is satisfied that:

- All pupils are safely accounted for
- All staff are safely accounted for
- All visitors are safely accounted for
- There is no further risk to the school community following the fire alert.

The Duty Senior will record any information of significance – e.g. name, number and location of activated sounding device, etc.

The Medical Officer or Medical Administrator will collect the pupils' emergency medication before leaving the building.

### **Fire alarm procedure – no pupils in school**

All staff residents in the immediate vicinity of the school (from White Lodge to Garden Cottage), plus the Deputy Heads (Academic and Pastoral) must attend the School in the event of a fire alarm. All other staff residents, living on site but not in the immediate vicinity of the school, will be called if their assistance is required.

Staff muster at the front of the Main House and await the arrival of senior staff.

The Duty Senior will ensure a check on the status of the fire panel is carried out and any problem/fault/location of fire or live sounding device.

If there is a fire, the fire service will be alerted at the designation of the Duty Senior.

If the alarm is the result of a fault, the sounding device and fire panel will be silenced and, when appropriate, reset.

The fire assembly disperses only when the Duty Senior is satisfied that:

- all staff are safely accounted for, having referenced, if safe to do so, the staff attendance log located at the entrance door to the school.
- all visitors and all contractors are safely accounted for.
- there is no further risk to the school community following the fire alert.
- a register of attending staff has been completed.

The Duty Senior will record any information of significance – e.g. name, number and location of activated sounding device, etc

**(5)** In all cases, the Duty Senior alone has the responsibility to authorise staff and pupils to re-enter the building. No-one should re-enter the building until such authorisation is given. In the event of a fire, it is the responsibility of the Fire Brigade to authorise the staff to return into the building.

All occupants, once they have evacuated the premises, are to assemble outside the building adjacent to the old gym. At that juncture, all pupils are checked via an accurate register by the Duty Senior. Members of staff are registered as present by their head of department. In the case of inclement weather, or in the event that the premises cannot be re-occupied, the pupils will be transferred to the covered playground adjacent to the New Gymnasium, accompanied by staff. Suitable arrangements will be made to accommodate pupils and staff, until such times as they can be safely returned to the school. In the event that the covered playground cannot be accessed, the pupil and staff group will assemble on the south lawn below the library and dining room.

**(6)** The Duty Senior and Heads of Departments will organise a full school assembly. Staff will muster in departmental groups in prearranged areas; they will be checked on the staff list as being present. The pupils stand quietly and only speak when answering their names in the affirmative when asked to do so when the duty senior calls the Register. The Duty Senior will designate two members of the staff team to check the fire panel to ascertain whether there is a fire. The Duty Senior, or a designated colleague, will contact the Fire Service if necessary using a prepared message to ensure accuracy. Refer to Fire - Emergency Procedures document for directions.

**(7)** All visitors / contractors must register their attendance at Reception, the Finance Office, the Site Manager's office or the Maintenance Workshop where they are issued with a visitor's badge and information regarding the School's fire alarm procedures – 'In the event of a fire and/or fire alarm, this is our procedure'.

**(8)** The Duty Senior will liaise with the fire crew on their arrival, or delegate this task to a colleague.

**(9)** All fire evacuation occurrences, real and practiced, are fully recorded in a Fire Evacuation record.

**(10)** In addition to the above, the fire brigade may access the School's fire pack.

**(11)** Individuals with mobility, visual or hearing impairments may require their own Personal Emergency Evacuation Plan (PEEP).