



DANESHILL SCHOOL

FIRE RISK (PREVENTION) POLICY

This policy applies to all parts of Daneshill School including Early Years Foundation Stage.

Updated: September 2022
Review date: September 2023

PART 1: FIRE SAFETY

INTRODUCTION

This guidance is applicable to all premises under the control of the school and details the approach to the control of risk from fire.

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

The school has in place procedures for:-

- carrying out fire risk assessment;
- preventing fires;
- evacuation in the event of a fire;
- maintaining and checking all fire detection, alarm and fighting systems.

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 the Proprietor 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 RISK ASSESSMENT

All of the School premises will be subject to a fire risk assessment. The school's most recent assessment has been carried out by Morgan Fire Protection (27th January 2022).

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 is available on site (from the Bursar) and employees' attention brought to any hazards found in the assessment.

Fire hazards have been 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 Head Groundsman (Alan Syckelmoore) to ensure that the walkways are kept clear of obstruction and tripping hazards.

FIRE DETECTION

Each of the school premises has adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons (Westronics Ltd and ADT).

FIRE ALARM

Each of the school premises has an adequate means of raising the alarm in the event of fire. The fire alarm system in each location is tested weekly with the date and time made known. This will be managed by the Bursar / Head Groundsman. The alarm will be activated using a different activator point each week, where this is practicable.

The fire alarm system will be serviced annually by Westronics Ltd.

Records of these tests and servicing are maintained in the Fire Safety Log Book held by the Maintenance Department.

FIRE FIGHTING EQUIPMENT

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

Fire extinguishers, wet and dry risers and/or other fire suppressant systems will be serviced by a Morgan Fire annually and the service date recorded on each extinguisher/system.

EMERGENCY LIGHTING

Emergency lighting must be 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 a termly full discharge test by the Head Groundsman.

Records of testing and servicing of emergency lights will be maintained by the Head Groundsman.

EMERGENCY PROCEDURES

Written emergency procedures will be provided. These written instructions will include procedures in the event of a fire.

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. An example notice is included at Appendix 1 to this guidance

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

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

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 / Head Groundsman when notified. Example arrangements are included at Appendix 3 to this guidance.

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 School Secretary. It is the responsibility of the School Secretary to ensure that this information is passed to the Fire and Emergency service as soon as they arrive. On no account should anyone return to a burning building.

SUMMONING THE FIRE BRIGADE: The School Office is manned between 8.00am and 5.00pm during term time. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the main school entrance hall. The School Office is always given advance warning of fire practices.

The School Secretary is responsible for ensuring that the Fire Brigade is called immediately on the sounding of the Fire Alarm.

We hold one fire practice every term at Daneshill School. This combined with a programme of inducting new staff and pupils with emergency escape procedures helps to ensure that the school can be safely evacuated in the event of a fire.

Written records of fire / evacuation drills will be maintained in the fire log book which is kept by the Maintenance Department.

FIRE TRAINING

Staff will be informed in relation to:-

- action to take if they discover a fire, including how to activate the fire alarm;
- action to take on hearing the alarm, including location and use of exits and escape routes.

Pupils will be informed of exits and escape routes

Fire Marshalls will be trained in:-

- emergency evacuation procedures;
- use of fire extinguishers; emergency procedures; and
- how to spot fire hazards.
- This includes onsite training through Morgan Fire Protection

The following staff have been trained as 'Fire Marshalls':

- Bryony Ellison, Bursar
- Sarah Moncrieff, School Secretary
- Alan Syckelmoore, Head Groundsman
- Isabel Langley-Smith, Registrar and Head's Secretary
- Joe Cathers, Chef
- Paula James, Assistant Chef
- Cherie Sanders, Housekeeper
- Kim Leaver, Housekeeping Assistant
- Sylvia Mead, Housekeeping Assistant

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.
- For events with large numbers of attendees, such as open days, concerts an announcement will be made at the beginning of the event regarding evacuation arrangements

FIRE PREVENTION

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, Head Groundsman and Heads of Department will:-

- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, 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 marshals;
- 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.

FIRE RECORDS

Records are kept of training; inspections; evacuations and maintenance of systems and equipment.

APPENDICES

APPENDIX 1

PROCEDURES IN EVENT OF FIRE

ANY PERSON DISCOVERING A FIRE MUST:

- Operate the nearest Fire Alarm

ON HEARING THE FIRE SIGNAL – INSTRUCTIONS TO CHILDREN

WHEN IN CLASS

The order to evacuate will be given by your teacher, who will tell you the route to be followed.

WHEN NOT IN CLASS

Form a single file and move by the most direct route to the tarmac area outside the Sports Hall.

AT ALL TIMES

Act quietly and calmly

Do NOT stop to collect your personal belongings

Do NOT attempt to pass others on your way to the tarmac area outside the Sports Hall.

DO NOT RUN

The place of assembly is:

THE TARMAC AREA OUTSIDE SPORTS HALL

ON HEARING THE FIRE SIGNAL – INSTRUCTIONS TO STAFF

WHEN IN CLASS

Immediately evacuate the persons in your charge in accordance with the detailed fire drill procedure, ensuring that all doors through which you pass are closed after you.

When you arrive at the assembly point, call the roll and notify the School Secretary at once of the result (e.g. all present, one missing and name of likely location.)

WHEN NOT IN CLASS

Evacuate the building with the persons in your charge and proceed immediately to the assembly point, ensuring that all doors through which you pass are closed after you

AT ALL TIMES

Do NOT stop to collect your personal belongings

Do NOT re-enter the building unless authorised to do so by the Head or Bursar.

APPENDIX 2

GENERAL INSTRUCTIONS TO STAFF IN CASE OF FIRE

- In the event of fire it is the first duty of all concerned to prevent injury or loss of life. For this purpose, you should make certain that you are familiar with all the means of escape in case of fire.

ALARM OPERATION

- If you discover a fire or one is reported to you, you should sound the alarm IMMEDIATELY.

CALLING THE FIRE BRIGADE

- The School Secretary is responsible for ensuring that the Fire Brigade is called immediately on the sounding of the Fire Alarm.

EVACUATION

- On hearing the fire alarm, pupils must be instructed to leave the building in single file and in a calm, orderly manner.
- The teacher in charge of each class must indicate the exit route to be used and everyone must be directed and accompanied to the Assembly Point; the Tarmac Area outside the Sports Hall. They must also ensure that all doors through which they pass are closed behind them.
- No running is to be permitted to avoid panic.
- On staircases everyone must descend in single file. Overtaking of classes or individuals must not be permitted.
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point and instruct any children out of class accordingly.
- In the main building, pre-preparatory and nursery there will be assigned delegates who will be responsible for checking communal areas (i.e. the library and toilets).
 - Mrs I. Langly-Smith (Upstairs & Downstairs loos in the main building)
 - Miss J. Clegg (Library)
 - Miss S-J. Glenn (Pre-Preparatory)
 - Mrs S. Clarke (Nursery)

- The Bursar will also be responsible for contacting all staff and children in the out buildings (i.e. the music room, science room, Year 7&8 classroom and dance studio) and ensure they evacuate to the Assembly Point.
- No one must be allowed to re-enter the building until told to do so by the Fire Service in attendance, **or**, in the case of a fire evacuation drill the Head, Bursar or School Secretary.
- Designated persons (the Head Groundsman and Assistant Groundsman) will monitor the entrances to ensure no-one re-enters the building unless authorised to do so.

ASSEMBLY

- The emergency assembly point for all persons is the tarmac area outside the Sports Hall.

ROLL CALL

- The School Secretary has overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises.
- Immediately a class has assembled at the assembly point, a roll or count must be made by the teacher in charge of the class to ascertain that no one remains in the premises.
- The count at the assembly point must be checked with the attendance registers to verify that everyone is out of the building.
- The attendance registers for the whole school will be brought to the assembly point by the School Secretary when the alarm sounds.
- **Each teacher must report to the School Secretary to verify that everyone in their charge is accounted for or to inform her of the number of persons missing.**
- The School Secretary is responsible for ensuring all visitors or contractors are accounted for.

FIREFIGHTING

- Any attempt to fight the fire must always be secondary to life safety.
- Circumstances will clearly dictate whether firefighting should be attempted.
- Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises.

OUTER BUILDINGS

- To account for the fact that not all of the buildings are linked a designated individual (Mrs B. Ellison) will be responsible for verbally raising the alarm with all persons in the outer buildings.

- To ensure that a roll call is carried out as efficiently as possible all buildings must be evacuated.

APPENDIX 3

DISABLED STAFF, PUPILS OR VISITORS

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

We have designated safe refuge points on every floor of every building, with signs advising of their location, (usually in a stair well). When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her 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 or her carer, together with the location of their safe refuge point, are passed to the School Secretary as soon as he or she reaches the assembly point.

It is the responsibility of the School Secretary to ensure that this information is passed as soon as possible to the Fire and Emergency Service.