



# BROOKE PRIORY SCHOOL



## FIRE SAFETY PROCEDURES: POLICY GUIDANCE

### 1. FIRE SAFETY: POLICY GUIDANCE

#### 1.1 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.

#### 1.2 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.

#### 1.3 Guidance

1.3.1 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.

1.3.2 The Bursar has responsibility for maintaining and ensuring the local implementation of the School fire procedures; for making and maintaining a 'fire map' of the School premises, showing places of high risk and the precautions put in place by the School. Copies of these maps are brought to the attention of all employees and others who may be affected by: -

- (a) posting a copy of the fire map on notice boards;
- (b) bringing the fire map to the attention of all employees, contractors and visitors, etc during all training and site induction sessions;
- (c) providing at least one trained Fire Marshal in every building. All Fire Marshals are trained to provide "safety assistance" in the event of a fire. Fire Marshals receive regular refresher training.

#### 1.4 Fire Risk Assessment

1.4.1 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 a suitably trained Maintenance Engineer. The person undertaking the assessment should liaise closely with the Bursar.

1.4.2 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.

1.4.3 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.

1.4.4 Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

1.4.5 Regular assessments will be made by staff, including the Fire Marshals / premises officer to ensure that the walkways are kept clear of obstruction and tripping hazards.

## 1.5 Fire Detection

Each of the School premises must have adequate means of fire detection. The detection equipment will be maintained and checked twice yearly by competent persons.

## 1.6 Fire Alarm

1.6.1 Each of the School premises has an adequate means of raising the alarm in the event of fire.

1.6.2 The fire alarm system in each location is to be tested weekly with the date and time made known. This will be managed by the Bursar / Premises Officer. The alarm will be activated using a different activator point each week, where this is practicable.

1.6.3 The fire alarm system will be serviced six monthly by a competent contractor (e.g. ISO 9001 / BAFE) currently ISE Fire.

1.6.4 Records of these tests and servicing are maintained in a fire log book held by the Bursar.

## 1.7 Fire Fighting Equipment

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

1.7.2 Fire extinguishers, fire blankets and/or other fire suppressant systems will be serviced by a competent contractor annually (currently ISE Fire) and the service date recorded on each extinguisher.

## 1.8 Emergency Lighting

1.8.1 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.

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

1.8.3 Records of testing and servicing of emergency lights will be maintained by the Bursar.

## 1.9 Emergency Procedures

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

1.9.2 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

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

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

1.9.5 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 / Maintenance Engineer when notified. Example arrangements are included at Appendix 2 to this guidance.

1.9.6 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 Headmaster. It is the responsibility of the Headmaster to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

1.9.7 SUMMONING THE FIRE BRIGADE: The School Office is staffed between 8.00am and 5.00pm during weekdays in term-time and between 9.00am and 3.00pm during half terms and holiday apart from the Christmas and Summer closedowns. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is located in the front door foyer. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have instructions to safely and thoroughly investigate the zone of the alarm activation. Only when a fire is confirmed should the Fire Service be called on 999. After School Care staff have a school phone with which they can summon the Fire Service between the hours of 5.00pm-6.00pm.

1.9.8 Fire drills will be held every term at the school.

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

## 1.10 Fire Training

1.10.1 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;

1.10.2 Pupils will be informed of exits and escape routes

1.10.3 Fire Marshals will be trained in: -

- (a) emergency evacuation procedures;
- (b) use of fire extinguishers; emergency procedures; and
- (c) how to spot fire hazards.

1.10.4 Visitors and contractors: -

- (a) 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.
- (b) 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.

## 1.11 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, Maintenance Engineer, Premises Officer and Senior Management Team will: -

1.11.1 Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including hazardous substances etc);

1.11.2 Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;

1.11.3 Maintain awareness through training and refresher training of the preventative steps that need to be taken;

1.11.4 Consult regularly with the Fire marshals;

1.11.5 Include fire prevention and evacuation procedures during the induction process with all new starters; and

1.11.6 Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

## 1.12 Fire Records

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

### Appendix 1: Emergency Evacuation Notice (Room Specific)

#### **BROOKE PRIORY SCHOOL**

#### **FIRE ESCAPE PROCEDURES**

1. Activate fire bell on front hall panel or break glass on fire alarm box to set off alarm. Call the fire brigade.
2. Evacuate everybody through the external fire door as follows:

*For Form III*

Leave through fire door, turn left to the small playground and assemble in front of the Adventure Play Area.

3. Receptionist must bring registers for roll call and front door keys.
4. Staff to check all working areas and cloakrooms for separate children.
5. Close windows and doors as you leave if it is safe to do so.
6. Do not stop to collect personal belongings.
7. Check your registers when you arrive at the small playground by the Adventure Play Area.

All contractors and visitors are shown the following notice:

### **Emergency**

If the Fire Alarm sounds, leave the building by the nearest exit and proceed to the designated assembly point. Do not re-enter the building until you are told it is safe to do so.



Assembly point is next to the Adventure Playground at the side of the building

### Appendix 2: 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. Brooke Priory is a single storey building with fire exits from every classroom to the outside. The exception is Art, D.T. and Music Lessons, which are situated on the first floor of the Theatre Block. In the event of a temporary or permanently disabled child in school, an alternative location /classroom will be used for Art / D.T. / Music Lessons. Our accessibility plan reflects the need to install an evacuation chair for use in an emergency.