

FIRE POLICY

Date Policy Reviewed	30 October 2020
Date of Next Review	30 October 2021
Person(s) Responsible for Review:	SLT (Bursar)

FIRE RISK ASSESSMENTS

The school's Fire Risk Assessments meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically they identify:

- The hazard
- The people at risk and the measures to evaluate, remove, reduce and protect from the risk

Fire procedures and Risk Assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

The Arrangements for Reviewing the Assessment

The school's Fire Risk Assessments are reviewed annually and these Fire Risk Assessments can be obtained from the Fire Officer. The Bursar is the designated school Fire Officer.

Please see Appendix 2 for details of all the individual Fire Risk Assessments for each of The Manor's buildings.

FIRE PROCEDURE

The safe evacuation of everyone is the school's priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. The school holds regular INSET fire awareness training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

Emergency Fire Evacuation Procedure

1. The priority in the event of a fire is the safe and rapid evacuation of pupils and staff.
2. 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.
3. Ensure the appropriate emergency services are summoned. Dial 999 and state clearly the school's address. Any member of staff can call the Fire Brigade.
4. If the alarm sounds everyone must leave the building and in silence.

5. The Head, or in his absence a designated Deputy or the Fire Officer, is responsible for ensuring the Fire Brigade have been called. The groundsman will endeavour to arrange for the emergency services to be met on arrival.
6. If you are responsible for a class, make them leave quietly with you. You should follow them out of the building. No one should talk or run. Make your way to the assembly point on the front lawn in front of the main Manor House building.
7. Ensure that any visitors you have also leave the building.
8. Do not take anything with you or collect personal belongings and do not allow the pupils to take anything. Shut doors and windows behind you. If closed doors feel warm, do not open them.
9. IF SAFE TO DO SO, and only if you have had the appropriate training, should you attempt to control the fire, with assistance if available. Never put yourself at risk even with the smallest fire. Never attempt to move burning objects.
10. If you are cut off by fire:
 - Close the door, using clothing etc. to block any gaps
 - Go to the window and attract attention
 - If the room becomes smoky, stay low – it is easier to breathe
 - If the window is jammed, break it; remove jagged glass from the lower sill and cover it using clothing etc.
 - If appropriate get out feet first and (if not on the ground floor) lower yourself to the full length of your arms before dropping.
11. Report anyone who is missing immediately to the Fire Officer who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
12. Remain at the assembly point with your pupils until the all clear is given by the Fire Officer.
13. Never assume the evacuation is a drill. Regular fire drills take place during the academic year and on occasions the fire alarm also goes off accidentally. On all occasions when the fire alarm goes off, the alarm must be responded to in exactly the same way as if there was a fire.
14. If access to the main fire assembly point (the front lawn in front of the Manor House) cannot be safely reached then the emergency fire assembly point is on the fields by the tennis courts. If the fields need to be used as the fire assembly point then the first SLT member getting to this assembly point will allocate where each year group should line up.
15. If parents have not handed over their child to the teacher in the morning or have collected their child at the end of the day from the teacher, and the fire alarm goes off, the child should stay with their parent and assemble on the front lawn with their parent. In order to allow the emergency services to access the school quickly and unhindered, parents should not try to leave the site.
16. Parents should not use mobile devices until the emergency is over.

Please also see the map including the assembly point – Appendix 1.

Ensuring the safety of staff or anyone else legally on the school premises

This Policy aims to ensure the safety of staff or anyone else legally on the School premises. Procedures are in place to ensure that Staff, Pupils and Visitors are protected from fire when on the premises.

PROCEDURE TO ENSURE EVERYONE IS PRESENT

During the School Day

- Each teacher should escort the children in his/her care, at the time of the alarm sounding, to the designated assembly point (the front lawn).
- The safest and most direct route from the classroom to the assembly point should be taken.
- Once at the assembly point, each Form Teacher must take responsibility for their own class.
- Classes should line up in form order, in alphabetical order and in silence.
- Form registers (individual form print-outs from PASS indicating the electronic registration carried out on PASS), Staff Lists, and pupil and staff signing in/out books are taken by the School Secretary to the assembly point. These are distributed and collected back in by the following people:

Register/Signing in Book	Responsible Person
Prep Dept. – children	School Secretary
Prep Dept. – staff (form & non form)	Deputy Head
Pre-Prep Dept. – children	Marketing Assistant
Pre-Prep Dept. - staff	Head of Pre-Prep
Early Years – children	Marketing Assistant
Early Years – staff	Head of Early Years
PE, Music, Learning Support & Admin staff	Registrar
Visiting Music Teachers signing in book	Director of Music
Kitchen & Cleaning – staff	General Services Manager
Visitors	School Secretary
External Users (eg NCT, Monkey Music)	Own registers, then Leader reports to the Fire Officer

- Form Teachers should take the register.
- There is a signing in and out book for pupils who either arrive late or have to leave the site during the day. The School Secretary maintains this book and will take it to the assembly point so it can be used to assist Form Teachers when taking the register.
- All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times when they are on the school property.
- If a form teacher is absent, the Deputy Head (for the Prep Department) and the Head of Y1/2 (for Year 1 and 2) will allocate a member of staff to take the missing form teacher's register.
- If the Form Teacher discovers that someone is missing, the Form Teacher, or another adult with them, should let the Fire Officer know immediately, asking another adult nearby to keep an eye on their class if necessary.
- The registers will be collected back and taken to the Fire Officer, who is responsible for informing the Fire Brigade of any missing persons.

Outside Regular School Hours

- Outside teaching hours there are various activities which take place including clubs and extended day.
- All pupils and staff on the school site should go to the fire assembly point if the fire alarm sounds.
- All pupils in extended day and at clubs should be checked off using the registers by either the teacher responsible for extended day or the club leader.
- The Out of Hours Manager will deputise in the absence of the Fire Officer.

Clarification of how classes line up for fire practice

Classes need to line up in Year group order (alphabetically within the year group), with Pre-Nursery next to the Cottage and Year 6 in the far corner of the front lawn.. Form teachers need to stay with the children and keep the registers until they are collected from you.

Non-form teachers need to assemble in the corner of the front lawn and wait for the relevant member of staff to bring the registers. This is so that those of us who have to hand out the registers can do so very quickly.

If a member of staff discovers that someone is missing who should be present when the fire register is taken they should inform the Fire Officer immediately. If this means leaving a class without an adult the teacher concerned should ask another member of staff nearby to keep an eye on their class.

Contacting emergency services when necessary

In an emergency the Fire Officer, Head, SLT member or the School Office staff would contact the emergency services if not already done by the member of staff discovering the fire.

Appointment of competent person to assist in taking preventive and protective measures (including firefighting and evacuation)

The Bursar is the designated school Fire Officer. He has sufficient training, experience and knowledge, to assist in taking preventative and protective measures (including firefighting and evacuation).

All Fire Marshals are 'competent persons' who have been trained to provide 'safety assistance' in the event of a fire. There is a fire marshal for each area of the school and their names are available from the Fire Officer.

The fire marshals will ensure, where possible, that the premises are evacuated. All members of staff should, where possible, ensure the building is empty and windows and doors are closed.

Suitable systems and practices in relation to fire prevention and fire

The School has minimised the possibility of fire and has a suitable system for the maintenance of:

- Clear emergency routes and exits
- Signs and notices
- Emergency lighting is fitted in buildings where required
- Fire detectors where required
- Fire alarm system is appropriate for the use of buildings and are maintained by a 'competent person'
- Fire extinguishers are sited as appropriate and are maintained annually by a 'competent person' (for example ISO 9001 certified or BAFE approved)
- Electrical equipment and wiring is tested and checked regularly
- Fire exit routes are kept clear at all times and signed appropriately.
- Fire alarm system is tested weekly from different call points

The buildings are safe and the school has taken appropriate steps to ensure safety as far as reasonably practicable.

Providing staff and others working on the school site with fire safety information

The School provide staff and others working on the school site with fire safety information via the staff handbook, regular update training and fire notices.

Fire action notices are displayed around the school.

Record Keeping

In addition, the Fire Officer keeps records of the fire risk assessment and its review, the Fire Risk (prevention) policy, fire procedures and arrangements, training records, fire practice drills, certificates for the maintenance of fire-fighting systems and equipment, records of inspection of escape routes.

FIRE PREVENTION MEASURES

- Every day staff ensure that potential hazards are kept under control to prevent the occurrence of fire
- Alarm, evacuation and emergency action backed up by notices, drills and practice to ensure that correct action is taken in the event of an outbreak of fire
- Planning for the actions to be taken in the event of fire:
 - Training of staff, including any specially delegated function
 - Provision of instruction to pupils
 - Display of appropriate fire instruction notices
 - Control of risks associated with activities or processes that may cause or adversely affect any outbreak of fire, e.g. gas, electricity, contractors on site, vandalism or the danger of fire associated with any dangerous substances
- Check on existing structural precautions, e.g. analysis of evacuation drills

Issue of general fire notice

The general fire notices are displayed around the site.

Control of risks: training of staff and instruction of pupils

Employees

The Fire Officer is responsible for ensuring that all staff in the premises are regularly trained in accordance with the requirements of the school. Every member of staff will receive instruction in fire precautions during induction. After the initial instruction, all members of staff will receive annual update training.

The school's aim is to ensure the safety of staff or anyone else legally on the school premises.

- The training of all employed persons forms an essential part of the school's fire precautions. All staff receive training in a basic appreciation of the risk of fire and the action to be taken in the event of fire, including instruction appropriate to their responsibilities in an emergency.
- Instruction and training for all will include the following points.
 - action to be taken upon discovering a fire
 - action to be taken on hearing the fire alarm
 - method of raising the alarm, including location of call points, use of internal telephone system and location of external telephone
 - correct method of calling the fire service
 - location and use of fire-fighting equipment
 - knowledge of escape routes
 - evacuation method for the building, location of assembly point and method of accounting for persons
 - stopping machinery, activities and isolating power and fuel supplies where appropriate
 - appreciation of the importance of fire doors and the need to close all doors and windows at the time of a fire or on hearing the alarm

Pupils

Pupils are instructed at the start of their attendance at the school to enable them to:

- identify the fire alarm
- know the action they should take on hearing the alarm
- know the location of the assembly points
- know what to do if not in a supervised group, in the event of fire

These points should be included on the fire notice, and reinforced during practice evacuations.

Fire Drills

Fire drills are carried out on a termly basis and are logged by the Fire Officer.

All staff and pupils are given on a regular basis a briefing on the school's emergency evacuation procedures

The school hold a fire practice every term. This combined with regular training and the presence of Fire Marshals, who wear Hi-Vis jackets during fire alarms, helps to ensure that the school can be safely evacuated in the event of a fire.

Testing of Fire Alarm systems

The Fire Alarm system will be tested weekly by the Site Manager. The Fire Alarm systems will be serviced twice a year.

Emergency lighting

The emergency lighting is to be examined regularly by the Site Manager. The log book is completed indicating any defects and these are brought to the attention of the Bursar immediately. This lighting is also be checked by the maintenance contractor twice annually.

Emergency exits

All emergency exits are to be kept clear and free from obstruction at all times. It is the responsibility of all staff to be fully aware of the contents of these instructions and know the location of all fire exits and the assembly point in the immediate vicinity.

Fire alarms

Electrical fire alarms are operated by breaking a glass release button. The fire alarm is to be raised no matter how small the fire. These are regularly maintained by a 'competent person' (for example ISO 9001 certified or BAFE approved).

Fire detection

Fire detectors are installed in certain school buildings as appropriate and these systems are regularly maintained by a competent person.

Fire extinguishers

There are the correct types of fire extinguisher at each fire point, dependent upon the location. These are regularly maintained by a competent person.

Fire instruction signs and notices

Printed notices are conspicuously displayed at all fire points stating concisely what staff and others should do if a fire is discovered or if they hear the alarm. The notices should be permanently fixed in position and suitably protected to prevent loss or defacement. Fire signs are also displayed at all appropriate areas around the school site.

System for the provision and maintenance of clear emergency routes and exits

- Daily checks by maintenance staff, formally recorded at regular intervals
- Doors normally open in the direction of escape

Fire prevention checks

Regular fire prevention checks are carried out.

Checks are to include the following:

- Unnecessary lights and electrical appliances (TVs, videos, microwave ovens etc) are to be switched off

The following precautions are observed:

- With the exception of essential systems that must continue to operate after normal working hours, all electrical appliances and lighting systems are to be switched off.
- Waste paper bins are to be emptied and the contents removed from the building.
- All parts of the school are to be inspected by the Site Manager at the end of the day. He or she is also to ensure that appropriate doors are closed.

Housekeeping

Tidiness and cleanliness are essential fire prevention measures. The accumulation of rubbish and waste material is to be kept to a minimum; it is to be cleared away each day on the cessation of work and removed to a safe location outside and away from buildings for early disposal.

Smoking

Smoking is one of the main causes of fire and is prohibited in the school and the school grounds.

Refuse and rubbish

Refuse or rubbish must not be permitted to accumulate in or around the school. Disposal is to be undertaken regularly.

Flammable materials

Flammable materials are not to be stored near any form of heating.

Electrical appliances

When using electrical appliances, the following rules should be observed.

- They are to be switched off.
- The use of multi-plug adapters should only be used where appropriate.
- They are to be fitted with the correct plug for the socket provided. Plugs are to be undamaged.
- Electrical faults are to be reported immediately to the Site Manager.
- Fuses that have blown must only be replaced after establishing the cause for the blowing, with fuses of the correct rating.
- A fuse should never be replaced with one of a higher rating.
- Flexible cable to fittings should be as short as possible and should be inspected regularly and replaced if worn.
- Personal portable electrical appliances must be PAT tested. Such items must not be used without the appropriate testing.

Paint solvents

Paints and solvents suitably marked are to be segregated in properly prepared stores. Paint and solvents should be disposed of correctly.

Grass and undergrowth

Grass and undergrowth is to be kept cut well back from buildings.

Kitchens

In order that losses by fire are kept to a minimum and that catering facilities are not jeopardised, a high standard of fire precautions in kitchens is of paramount importance. Catering staff should be fire conscious and are to be trained in the action to be taken when a fire occurs.

Disabled persons

Special precautions may be required when disabled persons have access to a building. Where possible they should be located within a building so that they are able to evacuate with the minimum of assistance. This will normally mean location on the ground floor. However, consideration must be given to any steps or other changes of level that may need to be crossed.

Vandalism and damage limitation

Fire caused by vandals or persons breaking into a building intent on causing damage are a constant risk, and this type of fire is probably the greatest risk facing the school. Such fires are often started at night or during holidays, and result in extensive material damage, and disruption of pupils' education.

The opportunity for reducing such vandalism lies partly in the long-term development of a good relationship with neighbours, and partly in the security of the premises, by ensuring the windows and doors are properly secured when the building is unoccupied. Combustible materials are not left where they are immediately accessible to intruders, and flammable liquids, which may be used as accelerants, should be stored securely.

Structural fire precautions incorporated to assist escape from buildings will also reduce the spread of fire. All fire doors should be closed when premises are vacated (closing of all doors and windows is recommended to limit the spread of smoke damage).

Curtains, furnishings, art displays and decorations

Care is taken when choosing curtains, furnishings and fittings. Inherent or tested fire-retardant materials should be used whenever possible.

- Art displays and other decorations of a combustible nature can increase the spread of fire considerably. Accordingly, the quantity and location of such displays is critical in reducing the fire loading.
- Sources of ignition, such as light bulbs, should not be placed near the displays.
- Expanded polystyrene and other plastics produce large amounts of toxic, black smoke and considerable heat. They are not allowed on escape routes.

Storage

Readily combustible materials such as paper are stored in designated areas. These areas must be free of sources of ignition, such as heaters and suspended lighting units.

Flammable liquids must be kept in purpose-built storerooms or cupboards provided with ventilation.

All persons handling such material should be aware of the dangers.

Electricity

All electrical apparatus are from an approved contractor, using the correctly rated fuse. If a fault occurs, it is repaired before continuing. Electrical installations are checked regularly as electrical faults are a major cause of accidental fires.

All electrical equipment not required to be used out of hours should be switched off. All portable electrical equipment is to be checked annually by a suitably qualified contractor.

Fire doors

Fire doors have at least one of two functions, to protect:

- escape routes from the effects of fire so that occupants can safely reach a final exit
- the contents and/or the structure of a building by limiting the spread of fire

Care is taken that the door is a good fit in the frame, the self-closing device is working efficiently and the door is not wedged or held open.

Even if a door is not a fire door, it may reduce smoke and heat damage, so at evenings and weekends, all appropriate doors should be left in the closed position.

Contractors

Building contractors bring a large number of ignition sources to the school. We ensure that all contractors entering the premises are aware of the fire precaution measures and procedures, should a fire occur.

School grounds

Access for emergency vehicles must be kept clear at all times.

Potential fire risks need not be dangerous provided that some simple but important precautions are observed by all employees.

- Memorise the evacuation procedure, your emergency exit and assembly point in case of fire.
- Familiarise yourself with the position of firefighting equipment and the correct method of operation of extinguishers and never interfere with, or misuse, the fire equipment.
- Keep fire exits, routes and access to firefighting equipment clear of any obstructions; do not wedge fire doors open.
- Keep your working area free of waste as far as possible and in particular those areas which are not easily accessible, e.g. under desks, behind radiators etc. Keep all combustible materials a safe distance from heating appliances and do not place anything on heaters.



- There is to be **NO SMOKING** on the school site.
- If you see anything which may be a fire hazard, correct it yourself if easy and safe to do so, or report it immediately.

APPENDIX 1 - FIRE ASSEMBLY POINT

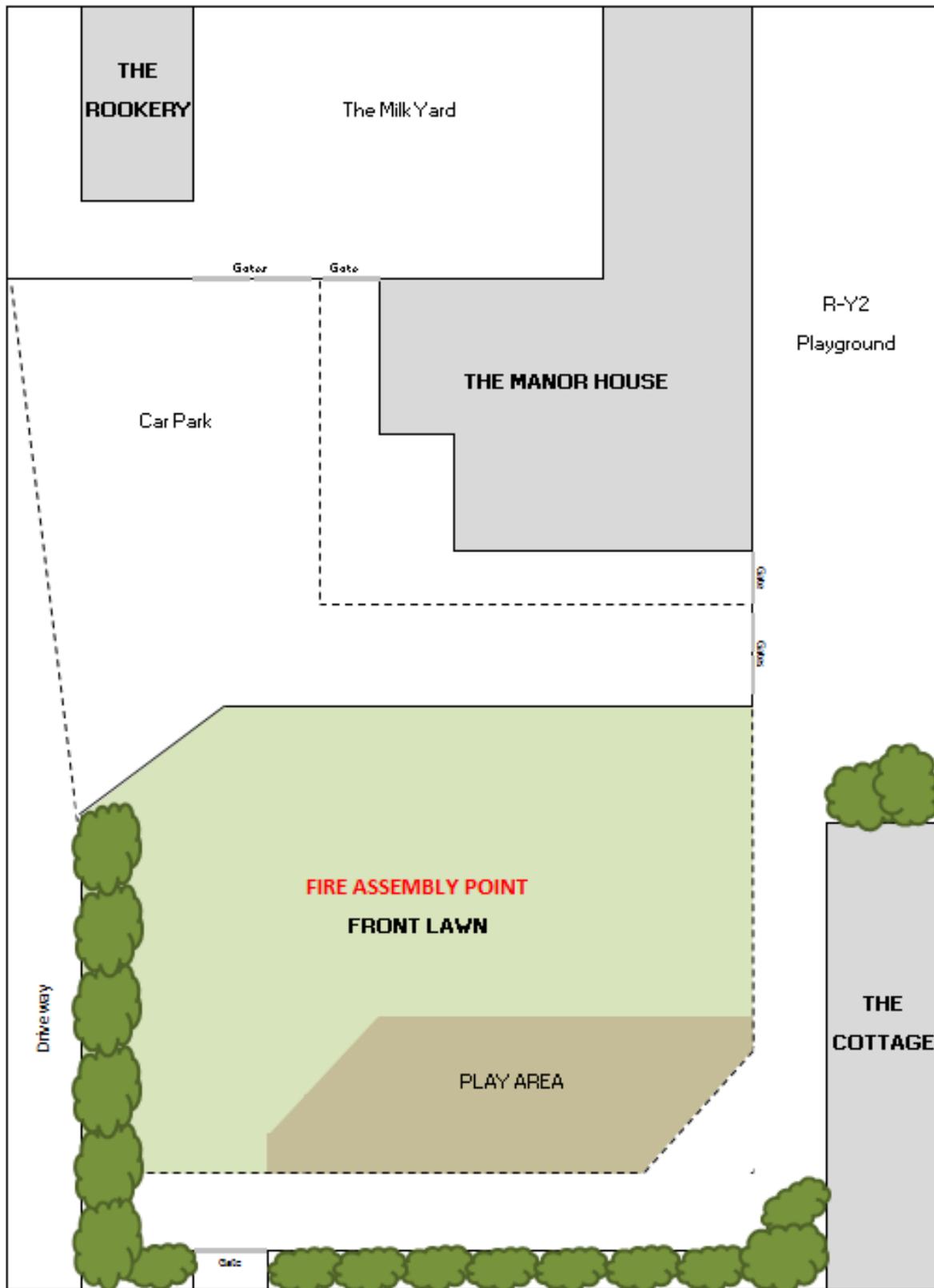
APPENDIX 2 - DETAILED FIRE RISK ASSESSMENTS

APPENDIX 3 - FIRE MARSHALL ROLES AND RESPONSIBILITIES

APPENDIX 4 - FIRE EXTINGUISHER USAGE GUIDE



APPENDIX 1 - FIRE ASSEMBLY POINT



APPENDIX 2 - DETAILED FIRE RISK ASSESSMENTS

These can be found in M:Drive/Health and Safety/Fire Risk Assessments

1. The Manor House (Main Building)
2. Main Hall with infill classroom and Music Building
3. Dining Hall and Nursery
4. Science and DT Building (Y6)
5. Upper School Building (Y5)
6. Lower School Building (PN, R, Y1 and Y2)
7. Middle School Building (Y3)
8. The Barn
9. The Cottage (Learning Support)
10. Year 4 Building
11. Workshop
12. Sports Hall

APPENDIX 3 - FIRE MARSHALL ROLES AND RESPONSIBILITIES

Fire Marshall Roles and Responsibilities

There is a member of staff who is a Fire Marshall within each area of the school. The roles and responsibilities of a Fire Marshall are as follows:

On an ongoing daily basis:

1. The Fire Marshall should know their building ensuring they know where the fire extinguishers, call points and fire exits are.
2. Fire Marshalls should understand the layout of escape routes within their building and the location of the fire assembly points.
3. The Fire Marshall should keep their eyes open as they move through their building on a daily basis making sure no fire doors are blocked, wedged open or there is a potential fire hazard.
4. Fire Marshalls should be aware and remind themselves of the main sources of fire such as:
 - overloaded electrical sockets
 - faulty electrical wiring, plugs and sockets
 - electrical equipment left switched on when not in use
 - misuse of portable heaters
 - obstruction to the ventilation of heaters and office equipment
 - accumulation of rubbish, paper or other materials that can easily catch fire
 - Combustible material left close to sources of heat
5. Fire Marshalls should be familiar with the use of fire extinguishing equipment.
6. Fire Marshalls should be fully aware of the fire policy and procedure which includes the fire evacuation procedures.
7. Fire Marshalls should discuss and plan with colleagues what action would be taken in the event of a fire.
8. Fire Marshalls should report any fire hazards discovered immediately to the Bursar.

Actions to be carried out in the event of discovering a fire:

1. Go to the nearest fire alarm call point and break glass to set off alarm and initiate the evacuation procedure.
2. Evacuate the building, shutting all doors and windows behind you.
3. Tell someone what you have found and the necessary course of action.
4. If it is a small 'contained' fire, select the appropriate extinguisher and return to fire telling colleagues what you are doing. **You should only do this if you have received the sufficient training to do so and feel confident enough to tackle the fire.**

5. If the fire is not containable, call the fire brigade, advise the office or a member of the SLT and then carry out your Fire Marshall duties and leave the building.

If in doubt : Get out, Get the Fire Brigade out, Stay out!

In the event of a fire, the safety of life should override all other considerations, such as saving property and extinguishing the fire.

Actions to be carried out when the fire alarm bell is sounded:

1. Ensure that everyone, including visitors and anyone with special needs, leaves the building as quickly as possible by the nearest clear route using the nearest fire exit as marked. No one should stop to collect personal belongings.
2. If possible, the Fire Marshalls should be the last person to leave the building, having first checked that everyone else has been evacuated. It is vital to remember that this process should only be done if your own safety will not be compromised.
3. Do not open any closed doors when checking the room is empty, shout and if no response leave closed; the fire may be sealed behind that door.
4. The Fire Marshall should check the building, especially lavatories and small rooms/cupboards to ensure everyone has left the building.
5. Shut all doors and windows behind you wherever and whenever possible.
6. Turn off electrical equipment where possible.
7. Ensure that no one returns to the building until the registers have been taken and the 'all clear' has been given by the Headmaster or Bursar.

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APPENDIX 4 - FIRE EXTINGUISHER USAGE GUIDE

. This guide illustrates the types of fire that each kind of fire extinguisher is suitable for. Under the old standard, the whole of the body of the extinguisher was painted the appropriate colour code to indicate its use. The new standard is BS EN3 part 5, and extinguishers are Signal Red with a band of colour above the instructions to signify the extinguisher's use.

CLICK CATEGORY NAME FOR MORE INFORMATION							
		Wood, paper, textiles and other carbonaceous materials.	Flammable liquids, petrols and spirits.	Flammable gasses. For example propane and butane.	Fires involving burning metals.	Fires caused by electrical equipment where electric current may be present.	Cooking oil and fat. For example olive oil, maize oil, lard and butter.
<u>Water</u>		✓	✗	✗	✗	✗	✗
<u>Foam</u>		✓	✓	✗	✗	✗	ABF Foam Only
<u>Dry Powder</u>		✓	✓	✓	✗	✓*	✗
M28/L2		✗	✗	✗	✓	✗	✗
<u>CO2 Gas</u>		✗	✓	✗	✗	✓	✗
<u>Wet Chemical</u>		✓	✗	✗	✗	✗	✓

* - Powder Extinguishers leave a residue that can damage sensitive electrical equipment. If possible, use a CO2 Extinguisher.

Notes:

Electrical equipment can be a factor in many types of fire.

When possible always isolate the electrical supply before using a water fire extinguisher