

# FIRE SAFETY POLICY

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

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Please note: 'School' refers to Chatsworth Schools; 'parents' refers to parents, guardians and carers.

This is a whole school policy, which also applies to the Early Years Foundation Stage.

## Contents

1.0	Introduction	3
1.1	Covid issues	3
2.0	Responsibilities	3
2.1	Overall responsibilities	3
2.2	Managing Fire Safety at Hall School Wimbledon	4
2.3	Fire Wardens	4
3.0	Fire Risk Assessment	5
4.0	Fire Safety Training	6
4.1	All Staff	6
4.2	Pupils	6
4.3	Fire Wardens	6
5.0	Monitoring and Testing	7
5.1	Fire Detection and Alarm System	7
5.2	Emergency Lighting	8
5.3	Excavation Notices, Signage and routes	8
5.4	Firefighting equipment	8
5.5	Fire Log Book	8
6.0	Fire Evacuation Plan and Evacuation Route Plans	8
6.1	Communication of evacuation plan	8
6.2	Excavation Responsibilities	8
7.0	Interpretation	8

## 1.0 Introduction

Chatsworth Schools will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.

The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) came into force on 1st October 2006. The purpose of the legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions, which are needed to protect all persons from death or injury in the case of fire.

This policy aims to

- safeguard all persons from death or injury in the event of fire by the effective management of fire safety
- minimise the risk of fire and to limit fire spread
- minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment, and explains how the school complies with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled

School specific documents which accompany this policy include:

- Fire Risk Assessment
- Fire Excavation Action Plan
- Fire Excavation Route Plan

### 1.1 Covid 19 Issues

Schools are required to revisit and adapt their Fire evacuation procedures, such that, where possible pupils and staff remain in their 'bubbles' when exiting the building, and to announce the changes, as well as ensure suitable drills are arranged and recorded, such that all parties are familiar with the revised arrangements.

## 2.0 Responsibilities

### 2.1 Overall Responsibilities

The School Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole school, with specific responsibilities as below:

- The Directors ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation;
- The Head has the ultimate responsibility for the implementation and management of this policy;

- The Site Manager is responsible for the effective implementation of this Policy and its role within the School's Health and Safety Policy; The FSO places duties on the 'Responsible Person'. Certain day-to-day responsibilities can be delegated down to a 'duty holder' or Fire Officer.
- Site Manager and Business Manager are responsible for the day to day monitoring of school compliance against this policy and that the necessary checks and monitoring requirements included within this policy and associated documents.
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk

The Responsible Person for the school is : Robert Bannon (Headmaster)

The Duty Holder/Fire Officer for the school is: Antonio Lowhing (Site Manager)

## 2.2 Managing Fire Safety at Hall School Wimbledon

The Head and the Site Manager will:

- Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting
- Carry out or arrange to have carried out a fire safety risk assessment on each building to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments where relevant.
- Develop and maintain suitable procedure i.e. a Fire Excavation Action Plan(s) to ensure an emergency event is planned for.
- Provide and maintain in working order all firefighting appliances and devices including:
  - a) fire detection and alarm systems
  - b) emergency lighting systems
  - c) firefighting equipment
  - d) notices and signage relating to fire procedures
  - e) means of escape, taking into account the needs of any disabled users
- Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school;
- Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;
- Ensure that fire safety information is provided in all rooms and that formal signposting is provided throughout the site;
- Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;
- Liaise with third parties; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place;

- Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.
- Formally appoint Fire Wardens as appropriate and required by the risk assessment and ensure appropriate training and briefing of roles and responsibilities

### 2.3 Fire Wardens

The fire wardens are in place to

- Check that their designated area has been cleared and report to the person controlling the evacuation
- Assist people from the building that cannot escape unaided
- Provide 'crowd control' and move people away from the building to the assembly area
- They may be required to monitor final exits to prevent people from re-entering the building before being authorised to do so
- Promote fire safety, assist with development of action plans, tests and briefings to staff and pupils.

See section 4 below for list of appointed fire wardens and areas.

### 3.0 Fire Risk Assessment

The school should ensure a comprehensive fire risk assessment undertaken by a suitable qualified person. This should be completed in cooperation with the Site Manager and the Head for each of its buildings annually. These assessments are kept in the Fire Log File/Folder.

The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc., and where these people are likely to be located.

The fire risk assessment will be reviewed by the duty holder and necessary actions taken and recorded. The fire risk assessment will be formally reviewed by a suitable qualified Fire Risk Assessor if circumstances change, if it is no longer valid or if any changes are planned or completed, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment, etc.) which may affect the spread of fire;
- Any change to the use of the premises which may affect the risk rating;
- Any change to work processes or work equipment which may introduce new fire hazards;
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

## 4.0 Fire Safety Training

### 4.1 All Staff

All staff receive basic fire safety induction training upon joining – advising of escape routes and fire evacuation procedure/plan. All staff should receive updated training at reasonable intervals (annually) and more regularly, if the evacuation routes or firefighting equipment change. Records of all staff fire safety training should be kept by the named post holder (Responsible Person), for the purposes of identifying those who have not been trained recently, as well as for inspection. All records are kept in the fire folder.

### 4.2 Pupils

Pupils are given instruction by their form tutors/Key worker or via assembly or similar during the first week of each term on their actions to be taken in the event of a fire. This briefing should be recorded in the fire log or similar.

Fire drills, managed by the duty holder, are planned at least once each term to evaluate the effectiveness of the school's evacuation procedures. These drills will take place at different times of the day, so that pupils and staff know what to do at "unusual times of the day", such as during assembly, break time or just as school ends. Findings and action should be fed back to staff through the report by the Site Manager at the next staff meeting. Any conclusions and remedial actions are recorded and implemented. Fire drills will be logged within the fire log or similar.

### 4.3 Fire Wardens

Fire wardens, as per risk assessment, will be formally appointed by the head and are listed below. As a minimum there will be at least 2 fire wardens per site and at least one available on any day when the site is in use. All fire wardens will be formally trained, and training refreshed as required. As a minimum all Fire Wardens will complete a ½ day course covering the following and completed by a training and competent trainer/organisation.

- Fire Legislation
- The common causes of fire
- The behaviour of fire
- Fire prevention
- What to do if a fire breaks out
- How to use fire extinguishers
- Emergency evacuation procedures
- Safety features within buildings
- How people react in fire situations
- Your role in the event of a fire
- Safe evacuation and fire assembly

Please see below for list of Fire

Name	Area Covered within School	Training	Date of Training	Refresher Date
Catherine Marchant	Main Building – Top Floor	Fire Warden		
Jennifer Rosam	Main Building – Middle Floor	Fire Warden		
Jim Brook	Main Building – Ground Floor	Fire Warden		
Lynda Knowles	Top/Middle Playground	Fire Warden		
Helen Page (Mon-Wed) / Laurence Pendrous (Thurs-Fri)	New Building – Top Floor	Fire Warden		
Helen Page (Mon-Wed) / Laurence Pendrous (Thurs-Fri)	New Building – Middle Floor	Fire Warden		
Neil Evans	New Building – Ground Floor	Fire Warden		
Gary Outram		Deputy Fire Warden		
Christina Young		Deputy Fire Warden		

## 5.0 Monitoring and Testing

The school/nursery utilises the services of various internal and suitable qualified external personnel to carry out effective monitoring of its duties.

### 5.1 Fire Detection and Alarm System

Annually - The school fire detection and alarm system are maintained and checked by a suitability qualified person. Records will be maintained/found in the Fire folder.

Monthly – Checks on the Fire Detection and alarm system will be completed monthly and recorded via the Monthly HSE Inspections.

Weekly - The alarm sounders are tested on a weekly basis by the Site Manager and records will be maintained in the Fire folder.

Daily – The alarm panel will be visually inspected for faults each morning by Site Manager.

## 5.2 Emergency Lighting

Annually - The school emergency lighting is checked and full drawn down completed and records will be maintained the Health and Safety folder.

Monthly – The emergency lighting will be tested on a monthly basis. Check will be logged via Emergency lighting Log.

## 5.3 Excavation Notices, Signage and routes

Monthly – to be formally checked monthly via the Monthly HSE Inspection

## 5.4 Firefighting equipment

Monthly - Extinguishers will be visually checked monthly and check recorded via the monthly HSE Inspection.

Annually - Extinguishers will be formally inspected and replenished or replaced if necessary annually and records will be maintained in the Fire folder.

## 5.5 Fire Log Book

A Fire Log Book or folder, which contains records of fire safety issues, is maintained by the Site Manager and located at each Site. These issues include:

- Fire related communication and briefings
- fire drills
- the storing of hazardous materials
- the inspection and testing of:
  - fire detection and alarm systems
  - emergency lighting systems
  - firefighting equipment
  - staff training records

## 6.0 Fire Evacuation Plan and Evacuation Route Plans

The fire evacuation plan and evacuation route plans, which are to be followed in the event of a fire alarm will be development and maintained by the Duty Holder. These documents will be reviewed annually and on the event of a change to layout, refurbishment etc. These documents details the responsibilities of staff and individuals during an evacuation and subsequent roll call. The Fire Action plan is located in the Fire folder.

There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed with pictograms and exit routes posted and strategic locations within the school. The means of escape will be regularly inspected via the monthly HSE inspections and/or by the Fire Marshals to ensure they are kept clear of obstructions and tripping hazards.

See appendix 1 for specific Guidance on the Evacuation of Physically impaired (temporary or permanent) Persons from the School Buildings. Where a physically impaired person is in the premises, specific arrangements will be made to ensure they can escape in an emergency, documented and communicated to those concerns and the fire wardens and a specific risk assessment should be completed and communicated to the relevant persons.

## 6.1 Communication of evacuation plan

In addition to briefing and training as outlined in section 4 both Evacuation Action Plan and the Emergency exit route plan 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 in an emergency. This may be different from the Fire evacuation point depending on location. What visitors should do in the event of a fire will be communicated to all visitors via the visitor's induction/brief provided by the host.

Fire warden meeting should be held annually to review the process, assign area responsibilities and update plans as necessary. This will include a review of training requirements.

## 6.2 Evacuation Responsibilities

6.2.1 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 person in charge [the appointed Fire Duty holder].

6.2.2 Receptionist is responsible for ensuring registers and emergency contact details and fire grab bags are taken from the building and will be instructed by the Fire Duty Holder on what actions to take once at the muster point.

6.2.2 The head or their deputy will assign the Fire Duty Holder responsibilities to a fire warden or themselves should the fire duty holder not be on site.

6.2.3 SUMMONING THE FIRE BRIGADE – The Site Manager is responsible for summoning the fire brigade. 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 Reception. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once. The member of staff on duty or on call [24 hours a day, 7 days a week, and 365 days a year, including public holidays]. He/She has standing instructions to summon

the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed, (unless warned of a planned fire practice).

6.2.3 It is the responsibility of the School Duty Holder as appointed in the event of a fire to ensure that information such as building/route plans and registers etc are passed to the Fire and Emergency service as soon as they arrive.

## 7.0 Interpretation

In this policy, the term "senior manager" means a School Head and their designated deputies.

This policy applies to all employees in all Schools (save for Schools with their own procedure which shall prevail) and other work environments within Chatsworth Schools

This policy applies within all companies, which are wholly owned subsidiaries of Chatsworth Schools Ltd.

The registered office of all companies is Crimea Office, The Great Tew Estate, Great Tew, Chipping Norton, Oxfordshire, OX7 4AH. Any enquiries regarding the application of this policy should be addressed to the Director of Operations at the above address.

This policy does not form part of any employee's contract of employment and may be amended at any time.

## Appendix 1

### Guidance on the Evacuation of Physically Impaired Persons from the School Buildings

Students and employees with a disability should already have been identified and information held in the Fire Risk Log. A separate risk assessment should be completed and communicated to the relevant persons.

Having considered the risks, the Head of Site with SENDCO will propose specific procedures for assisting in the evacuation of persons with a known disability. A “buddy” will be appointed for any student or employee requiring assistance in an emergency evacuation. Where teachers have a student with a known disability, they must ensure that that student is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly.

Disabled staff must have identified themselves to the Head and any specific requirements must be addressed as soon as they are known.

#### Specific Evacuation Requirements - Wheelchair Users/Persons with Mobility Difficulty

Wheelchair users or any person with difficulty walking (e.g. anyone temporarily using crutches) should wait until everyone else has left the room before making their way to the exit, assisted by their “buddy”, teacher or other third party, if required.

#### Visitors with Disabilities

On arrival, disabled visitors to the School should be asked to identify any special requirements in the case of an emergency evacuation. The person hosting the visitor should ensure the visitor’s safety in the event of an emergency evacuation.

Wherever possible, (i.e. when on ground floors) all persons, including wheelchair users, should make their own way out of the building by utilising the fire escape routes. Whenever the route is blocked, or the person is above ground floor, wheelchair users must be either assisted by their “buddy”, teacher or another third party. When evacuating the upper floors of the buildings, anyone unable to leave without assistance should wait for assistance in the “Refuge” Corridor area<sup>1</sup>.

The use of the term “Refuge” is intended to mean a place where people can safely wait for a period of time whilst the evacuation process is being undertaken. It is not a place to leave people for the duration of the alarm, but it has been selected for its additional protection from fire, meaning that it will remain a safe place to wait.

Lifts must NEVER be used during an emergency evacuation.

