



FIRE RISK (PREVENTION) POLICY AND EVACUATION PROCEDURES

1. Purpose

The Governors and Executive Team recognise that fire prevention, fire protection and fire safety measures are an integral part of the School's health and safety arrangements.

Management recognises its responsibility for the overall implementation of measures required by the Fire Precautions (Workplace Regulations) 1997 and the Management of Health and Safety at Work Regulations 1992, the Fire Safety Order of 2005 and the need to train employees in understanding how to prevent fire and how to behave in an emergency.

Our priority is to minimise the risk of life and to reduce injury by maintaining the physical fire safety of the school, by ensuring that staff, students and visitors do not add to the fire risk, and through safe evacuation of our building if a fire breaks out. The fire safety policy, procedures and risk assessments are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings. We are committed to regular training of all staff in fire prevention.

The foundation of this policy is the use of a comprehensive fire assessment risk process and the implementation of appropriate protective and preventive measures.

2. Organisation, Responsibilities and Duties

Fire Officer: Facilities & Estates Manager

- Responsible to the Head for overall control and review of the fire safety policy and procedures;
- Acts as Incident Controller at the Senior School in the case of an emergency;
- Investigates and reviews action taken with the Deputy Fire Officer;
- Arranges training of staff;
- Ensures risk assessments, testing and inspections are carried out and records kept;
- Regular reviews to assess fire safety and procedures;

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- Promulgation of fire safety policy to entire school community and procedures for visitors.

Deputy Fire Officer: Operations Contracts Manager

- Deputises as Incident Controller in the absence of the Fire Officer;
- Assists in an emergency to locate source and advise the Fire Brigade on access and precautions, alarms and equipment.

Fire Wardens: Members of School Keeping and Maintenance teams

- Responsible for operation and routine testing and maintenance of fire safety equipment;
- Responsible for ensuring all building work complies with the relevant legislation;
- Responsible for checking their allocated area to ensure no personnel are left on site;
- Inputting to reviews of procedures
- On a day to day basis responsible for identifying, rectifying/reporting any fire hazards (e.g. wedged fire doors, blocked exists, extinguishers off their brackets etc.

Fire Marshalls

- In an emergency, responsible for marshalling students and staff safely to the evacuation points ensuring no personnel are left on site;
- Inputting to reviews of procedures;
- On a day to day basis responsible for identifying, rectifying/reporting any fire hazards (e.g. wedged fire doors, blocked exists, extinguishers off their brackets etc.

Junior School Incident Controller: Junior School Deputy Head (Academic)

Deputy Incident Controller: Junior School Deputy Head (Pastoral)

School Office staff

- Maintain Fire Folder and ensure records of staff, students and visitors are available at the time of an incident for roll calls;
- Contact the emergency services if an alarm goes off in the Senior or Junior School at any time;

3. Fire Risk Assessment, Risk Management and Fire Prevention

The purpose of a fire risk assessment is to ensure that risks are identified and evaluated and that existing control measures are adequate or require revision. A fire risk assessment is updated every three years by an external agency or when significant changes are made to the use, structure or orientation of each area of the school site,

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identifying dangerous substances, fire hazards and persons that may be at risk from such hazards, and assessing dangerous substances and hazards on the basis of likelihood of fire outbreak and likelihood of harm.

The assessment examines and records existing control measures including emergency escape facilities and routes, and fire safety equipment. From this assessment, the process identifies risks that require action to eliminate or reduce them and deficiencies in escape facilities and in the provision of fire-fighting and fire safety equipment; identifies actions to be taken, by whom, and confirms how the actions will be monitored and recorded.

The control of this process and the keeping of the records are the responsibility of the Facilities & Estates Manager and a comprehensive Fire Assessment Tracker is maintained and shared centrally for termly review.

A comprehensive fire detection and alarm system is maintained across the site by the Facilities & Estates Manager working with the Operations Contracts Manager and nominated contractors. Regular training is provided which includes guidance on fire prevention through good housekeeping and hazard awareness. Regular visual inspections are undertaken by the Operations team and prompt remedial action is taken as appropriate and recorded.

The Health and Safety Committee is an important source of information and recommendations about improvements to fire prevention from the wider staff body.

4. Emergency Evacuation Procedures

- On the sight or notification of fire or other emergency incident the alarm is activated by breaking the glass in the nearest available call point. The alarm rings a remote monitoring agency who contacts the school to confirm if this is a false alarm or an event that requires the emergency services. In some instances the school may have already contacted the emergency services but where this hasn't happened or when the remote monitoring team is unable to make contact with the school they will call the Fire Brigade.
- On hearing the alarm, or if instructed, switch off any central control switches and/or switch off any equipment on which you may be working.
- **IF SAFE TO DO SO**, close windows and doors and secure cash and confidential documents. If closed doors feel warm, **DO NOT OPEN THEM**.
- Leave the building by the nearest available exit. Do not use lifts. Ensure that any visitors you have also leave the building. **DO NOT RUN. DO NOT COLLECT PERSONAL BELONGINGS**.

If You Are Cut Off by a 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.
- Make your way to your evacuation muster point
- **DO NOT HINDER ROADWAYS AND ROUTES** that may be used by emergency vehicles.
- **DO NOT RETURN TO THE BUILDING** until the all clear has been given and until instructed by your fire warden.
- Never assume the evacuation is a drill.

5. Fire Wardens, Marshalls and the Sweep System

The Fire Wardens are the members of the Operations team including School Keepers, Security and Maintenance. When the alarm sounds the Wardens will move to pre designated areas and they will both clear the building of staff and pupils but also seek any cause of the alarm. Once their area is swept they will advise the Fire Officer via channel 7 on the School radio that their area is clear and await instruction.

Fire Marshalls will be responsible for moving the pupils and staff safely toward their nearest fire exit and can be identified by high visibility vests.

Once at the muster point pupils will line up by form in year group order whilst staff will move to their pre-allocated areas. Details of the location and orientation of the muster point can be found by the exit of all rooms and offices. All staff and pupils will then be registered. Once the registers are complete these will be handed to the Head.

The Fire Officer will advise the Director of Operations at the earliest convenience via channel 7 on the school radio with updates to cause and status of the school sweep. Once the building has been secured and any potential danger identified and/or removed the Director of Operations will advise the Head who will announce this to the assembled school.

6. Visitors and Contractors

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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 that they are on school property. The emergency evacuation procedures are on the reverse of the badge and they are shown the way to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions or meetings a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

7. Individuals with accessibility needs

Individuals with accessibility needs will have Personal Emergency Evacuation Plans (PEEP). Arrangement for evacuating these individuals will be clearly detailed in this document and communicated to the fire wardens and fire marshals.

8. Fire Drills and Fire Practices

A Fire Drill is carried out termly, including a drill early in the school year for the benefit of those new to the site.

Autumn Term Drill

In the Autumn term the purpose of the drill is to ensure all new and existing staff are familiar with the fire evacuation procedure and the location of the fire exits and muster point. All staff and pupils are advised of the drill beforehand.

Spring Term Drill

In the Spring term the drill is to measure the response of the pupils to the fire alarm. Staff are made aware of the drill but pupils are not.

Summer Term Drill

In the Summer term the drill is to measure the response of all pupils and staff to the fire alarm. Only the JAGS Executive Team are made aware of the timings for this drill.

The fire drills may sometimes be based on a possible scenario, with one exit being unavailable or one child may be removed from the evacuation process to measure the effectiveness of the sweep and registration.

Staff, Fire Marshalls and Safety Representatives are encouraged to feedback any problems arising to the Fire Officer so that the procedure can be reviewed and refined. The Fire Officer makes sure

a report form is completed with appropriate comments and filed. This is then reported on the termly Health & Safety (including online safety) Report.

9. Training

All staff completed the online training module Fire Safety in Education which covers the following:

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- the importance of fire safety training including legislation
- the nature of the fire
- fire hazards
- what to do in the event of a fire
- how to use a fire extinguisher.

Fire Marshals and Fire Wardens are expected to complete to complete 'How to be an Effective Fire Warden or Fire Marshal' on Educare which covers the following: -

- The importance of effective fire safety procedures
- The legal position and the requirement for effective safety management systems that demonstrate statutory compliance
- what should be included in a fire policy and procedure
- the systems required to ensure the safety of vulnerable people such as employees or visitors with disabilities
- fire wardens and fire marshals and what their roles and responsibilities entail
- the fire triangle and the common causes of fire in the workplace
- top five fire hazards and how to manage them in a safe and effective way
- the different classes of fire and their meanings
- how to prevent the spread of fire and what you need to know to save lives in the event of evacuation
- fire measures, drills, signage, fire detection to aid in the safe evacuation of a building in the event of a fire and the uses of a range of firefighting equipment.

And Fire Wardens complete onsite training once every three years which includes the practical assessment of the above.

In addition to this at the start of each academic year all staff received instruction on the importance of fire safety and fire prevention and all new staff are advised by the Line Managers of their nearest fire exit, nearest fire point and the location of the muster point.

10. Records

The following records of tests and inspections are the responsibility of the Operations Contracts Manager who ensures that they are available for inspection at the locations designated:

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- Weekly tests of fire alarm systems including call point activated and operation of indicator panel;
- Quarterly maintenance report on fire alarm system (including smoke & heat detectors);
- Annual test of emergency lighting, illuminated exit signs and batteries;
- Annual tests of fire extinguishers and fire safety equipment;
- Annual portable electrical equipment tests;
- Five year fixed wire periodic electrical inspection;
- Fire risk assessments, 3-yearly fire safety premises check and action reports plus annual reviews and tracker

The following records of fire drills and incidents are kept by the Director of Operations and reported termly: -

- Date;
- Time of alarm;
- Time buildings checked as clear;
- Time roll calls complete;
- Comments on incident including response of Fire Brigade;
- Comments on matters for review and investigation;
- Completed sweep and checklists

11. Monitoring and Review

It is recognised that attention to fire safety issues is an ongoing process. This policy is reviewed on a regular basis and considered by the Health and Safety Committee at least once every three years. As new equipment and processes are introduced to the school, and changes to buildings made, it will be necessary to carry out new risk assessments.

The following mechanisms are part of the regular monitoring and review process:

- Fire drills and incidents – feedback and reviews;
- Premises checked annually, with the Head of Facilities arranging for defects to be dealt with and reviewing risk assessments in the light of findings;
- Records of testing and maintenance – Director of Operations to check annually that records are in order;
- Matters brought up at the Health and Safety Committee meetings are dealt with expeditiously (and persons allocated to deal with them).

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