



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 to life and to reduce injury by maintaining the 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: Head of Facilities & Estates

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

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

Deputy Fire Officer: Facilities Coordinator

- 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;

All Staff

- Familiarise themselves with fire procedures and participate in training and drills
- Report any fire hazards or safety concerns

3. Fire Risk Assessment, Risk Management and Fire Prevention

The school will conduct comprehensive fire risk assessments for all buildings and grounds. These assessments will be carried out by a competent person and will be reviewed every three years or whenever there are significant changes to the premises, activities, or staff.

The fire risk assessment will include:

- Identification of fire hazards (e.g., sources of ignition, fuel, and oxygen).
- Identification of people at risk (e.g., students, staff, visitors, and contractors).
- Evaluation of the risk of a fire occurring and its potential consequences.
- Assessment of existing fire safety measures and identification of any additional measures required.
- Documentation of findings, implementation of necessary actions, and communication of results to relevant parties.

4. Fire Prevention Measures

To reduce the risk of fire, the school will implement the following preventive measures:

- **Good Housekeeping:** Regular cleaning and removal of waste, especially combustible materials, to prevent fire hazards.
- **Electrical Safety:** Regular inspection and testing of electrical equipment and installations by qualified personnel. Faulty equipment will be repaired or replaced promptly.
- **Control of Smoking:** Smoking is prohibited in all areas of the school premises.
- **Use of Flammable Substances:** Safe storage, handling, and disposal of flammable materials, including ensuring they are kept away from sources of ignition.
- **Maintenance of Heating Systems:** Regular servicing of boilers, heaters, and other heating equipment by qualified engineers to ensure they are in safe working order.
- **Fire Doors:** Ensuring fire doors are kept closed, unobstructed, and in good working order at all times.

5. Fire Safety Equipment

The school will provide and maintain adequate fire safety equipment to ensure the safety of all occupants. This includes:

- **Fire Alarms:** Regular testing of fire alarm systems to ensure they are functioning correctly. Systems will be serviced annually by qualified technicians.
- **Fire Extinguishers:** Provision of appropriate types and numbers of fire extinguishers, which will be maintained and inspected annually.

- **Emergency Lighting:** Installation and regular testing of emergency lighting to ensure visibility during evacuations.
- **Fire Blankets:** Availability of fire blankets in areas where small fires may occur, such as kitchens or laboratories.

6. Emergency Evacuation Procedures

In the event of a fire, the following emergency procedures will be followed:

- **Activation of Fire Alarm:** The fire alarm will be activated immediately upon discovery of a fire.
- **Evacuation:** All occupants will evacuate the building promptly, following designated routes to the assembly point. Staff will assist in the safe evacuation of students and visitors, especially those with special needs.

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
- **Roll Call:** A roll call will be conducted at the assembly point to ensure everyone is accounted for.
 - **Fire Service Notification:** The fire service will be contacted immediately upon confirmation of a fire.
 - **Re-entry:** No one will re-enter the building until it has been declared safe by the fire service.
- **DO NOT HINDER ROADWAYS AND ROUTES** that may be used by emergency vehicles.

- Never assume the evacuation is a drill.

7. 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.

8. Visitors and Contractors

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.

9. 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.

10. 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.

11. Training

All staff members will receive training on fire safety procedures, including:

- **Fire Evacuation Procedures:** Regular fire drills will be conducted at least once a term to ensure all staff and students are familiar with evacuation routes and assembly points.
- **Use of Fire Extinguishers:** Training will be provided every 3 years on the proper use of fire extinguishers.
- **Fire Safety Awareness:** Ongoing education for staff and students on fire prevention, the dangers of fire, and emergency response procedures.

In addition to this at the start of each academic year all staff receive 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.

12. 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:

- 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

13. 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).

Owner: Director of Operations

Fire Risk (Prevention) Policy and Evacuation Procedures: September 2024

Next review: December 2026