



TAVERHAM HALL

Preparatory School

Fire Safety Procedures Policy

PART 1: FIRE SAFETY

INTRODUCTION

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Taverham Hall School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings. This policy is officially reviewed and updated, along with the Fire Risk Assessment, every three years, in consultation with the School Fire Safety Manager, Headmaster, Staff and our professional fire advisors. Action points from termly evacuations are prioritised and coordinated by the School Fire Safety Manager, continually updating the policy as required.

ROLE OF THE SCHOOL FIRE SAFETY MANAGER

The Financial Administrator is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the SMT.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

EMERGENCY EVACUATION PROCEDURE

All new staff and pupils, all contractors and visitors are shown the following notice:

1. 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.
2. If you are responsible for a class, have pupils form a line at the door and take a headcount, ensuring all are present. No one should talk or run. Make your way to the Fire Assembly Point at on the Prefects' Patch i.e. the grass area outside the Deputy Head's Office.
3. Do not allow the pupils to take anything. Shut doors and windows behind you, if safe to do so.
4. Upon sounding the alarm, if you feel safe to do so and you are confident in the use of the equipment, extinguish the fire.
5. Those on-site who are not responsible for children should make their way immediately to the Fire Assembly Point.
6. Nominated Fire Marshalls in each zone should send pupils first, preferably in conjunction with another member of staff/class, then ensure all rooms are clear and doors closed, before going to the Fire Assembly Point.
7. The School Office will coordinate the response following the alarm sounding, then summon the Emergency Services if required.
8. Class teachers to register their class at the assembly point and report to the Deputy Head. Designated team leaders of the kitchen, domestic and maintenance will report to the Deputy Head.
9. Having completed the roll call the Deputy Head goes to the front of the Main Building to meet the Fire Brigade.
10. The Deputy Head will inform the Fire Brigade Report regarding anyone who is waiting to be evacuated from a designated refuge, or who is missing. *On no account should anyone return to any building until given permission by the Fire and Emergency Services.*
11. ALL individuals are to remain at the Fire Assembly Point until the all-clear is given, by either the Deputy Head of the Fire and Emergency Services.

PART 2: FIRE SAFETY PROCEDURES

BRIEFING NEW STAFF AND PUPILS

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at our school. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer fire awareness INSET training, to all staff and pupils during their first term. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

SUMMONING THE FIRE BRIGADE

The School Office is manned between 8.30 am and 5.00pm during weekdays in term-time and between 9.30 am and 4 pm during half terms and holidays apart from the Christmas and Easter closedowns. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the Outer Hall. The School Office staff are always given advance warning of fire practices. If the alarm goes off for any other reason, the School Office staff will - coordinate the estate manager and the Headmaster in a zone inspection to identify the cause of the alarm, then summon the Fire and Emergency Services in the event of a fire. In the event of a smaller fire, or one in its initial stages, extinguishers and fire fighting equipment may be used to put out the fire. In the event of a fire, regardless of how small or whether it has been extinguished, the fire service should be called out to ensure it is completely out and it is safe to return to classes.

The Head and Deputy Head are on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. They have 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).

VISTIORS 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. They are made aware of the emergency evacuation notice [this is found on the back of the badge] (see above) and are shown the way to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc 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.

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.

RESPONSIBILITIES OF TEACHING STAFF

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

On no account should anyone return to a burning building.

RESPONSIBILITIES OF FIRE MARSHALS

We have at least one Fire Marshal in every building/dedicated fire zone. Fire Marshals are both members of staff, teaching and non-teaching, who have specific duties in the event of fire or other emergency. All Fire Marshals are “competent persons” who have been shown how to provide “safety assistance” in the event of a fire. Fire Marshals will receive regular refresher training.

Upon hearing the alarm, fire marshals will deal initially with any children under their supervision. Following this they will complete a ‘sweep’ of their zone, ensuring no one remains inside, and leave the area closing doors (and windows if safe to do so) behind them.

FIRE PRACTICES

We hold one fire practice every term at our school. We also practice a night-time evacuation of the boarding houses every term. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals in every building helps to ensure that the school can be safely evacuated in the event of a fire.

FIRE PREVENTION MEASURES

We have the following fire prevention measures in place at our school:

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.

- Fires extinguishers (of the appropriate type), smoke/heat detectors, fire hoses are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up. Smoke control systems are located in our boarding accommodation.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- Automatic doors, that are activated by the fire alarms, are in and leading into some of the escape routes
- The master panel for the alarm system is located in the Outer Hall and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS)
- A secondary panel is located on the first floor boarding corridor for identification of the location of a fire, enabling alternative routes to be used.
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times. The member of staff on duty checks that escape routes are not obstructed and that the evacuation route lighting is switched on. They are also responsible for reporting any defects to the Fire Safety Manager.
- Testing all fire alarms termly (and recording all tests and defects). This is the responsibility of the Financial Administrator who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Termly checks of automatic door closures and emergency lights,
 - Annual professional check on fire detection and warning equipment,
 - An annual service of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers and hoses.
- Records and Certificates of all tests are kept in the Financial Administrator' Office
- Displays in corridors, theatre scenery, stage curtains and props and gym "crash" mats are treated with fire retardant spray.
- Plans showing the location of fire hydrants, gas and electricity shut off points are displayed in fire proof glass fronted display boards next to the entrance of each building

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- Regular portable appliance testing takes place. The School Electrician (J Carey) comes in to do this.
- Records of all tests are kept in the Financial Administrator's office.
- The Head of relevant Departments check that all Scientific and DT equipment is switched off at the end of the school day.

Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested [annually] by a specialist contractor. Records of all tests are kept in the Financial Administrator' Office

Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Financial Administrator' Office
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards

LETTING OR HIRING THE SCHOOL

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that he/she has read and understood the school's fire safety policy and procedures.

PART 3: FIRE RISK ASSESSMENT

The School's Fire Risk Assessment, a copy is kept in The Financial Administrator's office, meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow a standard grid procedure for evaluating risk. Generic risk assessments are used for classrooms; but individual ones are needed for corridors, stairs, kitchens, laboratories, workshops etc. At Taverham Hall School, we use simple line diagrams to supplement the grids.

The school has a fire risk assessment which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Reviewed November 2010