

## **FIRE SAFETY PROCEDURES AND RISK ASSESSMENT POLICY**

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### **PART 1: FIRE SAFETY**

#### **1.1 INTRODUCTION**

1.1.1 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 St Christopher School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

#### **1.2 ROLE OF THE SCHOOL FIRE SAFETY MANAGER**

1.2.1 The Bursar is the designated School Fire Safety Manager, who is responsible for ensuring that:

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

#### **1.3 EMERGENCY EVACUATION NOTICE**

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

- 1.3.1.1 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.
- 1.3.1.2 If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point on the Games Field.
- 1.3.1.3 If you are with your company, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you if safe to do so.

- 1.3.1.4 Bursar, Estates Manager or the Duty Fire Officer will summon the Emergency Services if the alarm sounds.
- 1.3.1.5 If you have a disabled pupil in your class with mobility impairment, you should direct him or her, together with his or her carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge.
- 1.3.1.6 Take the register of your company as soon as you reach the assembly point.
- 1.3.1.7 Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Head's PA who will inform the Fire Brigade. ***On no account should anyone return to any building until given permission by the Fire and Emergency Services.***
- 1.3.1.8 Remain at the assembly point with your pupils until the all clear is given.

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## **PART 2: FIRE SAFETY PROCEDURES**

### **2.1 BRIEFING NEW STAFF AND PUPILS**

- 2.1.1 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 St Christopher 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.
- 2.1.2 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, including the basic use of fire extinguishers, to all staff. 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.

### **2.2 SUMMONING THE FIRE BRIGADE**

- 2.2.1 The School Office is manned between 8.30am and 5.30pm during weekdays throughout the year, apart from bank holidays. 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 by the main pupil entrance. In case of fire, the Head or the Fire Officer will call the Fire Service.
- 2.2.2 A member of the Senior Management Team is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. In case of fire, where no call has been made already, the Senior Management Team member will call the Fire Service.

### **2.3 VISITORS AND CONTRACTORS**

- 2.3.1 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 (see above) and are shown the way to the assembly point.

- 2.3.2 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.

## **2.4 DISABLED STAFF, PUPILS OR VISITORS**

- 2.4.1 We will provide a special one to one induction on fire safety for disabled pupils and their carers and for disabled members of staff.

- 2.4.2 We have designated safe refuge points on the upper floor of every building where a lift is provided, with signs advising of their location, (usually in a stair well). When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her to the refuge point and to wait for rescue by the Fire and Emergency Service. The teacher will ensure that the name of the disabled person and his or her carer, together with the location of their safe refuge point, are passed to the Head's PA as soon as he or she reaches the assembly point. It is the responsibility of Head's PA to ensure that this information is passed as soon as possible to the Fire and Emergency Service.

## **2.5 RESPONSIBILITIES OF TEACHING STAFF**

- 2.5.1 Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. Company Advisers 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 Head's PA / Pastoral Assistant. It is the responsibility of the Head's PA to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

***2.5.2 On no account should anyone return to a burning building.***

## **2.6 RESPONSIBILITIES OF FIRE MARSHALS**

- 2.6.1 We have at least one trained Fire Marshal in every building and boarding house. Fire Marshals are generally members of staff who do not have specific duties in the event of fire or other emergency for looking after pupils, although members of the teaching staff may also opt to be trained as Fire Marshals. All Fire Marshals are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Fire Marshals receive regular refresher training.

## **2.7 FIRE PRACTICES**

- 2.7.1 We hold one fire practice every term at St Christopher School. We also practise 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.

## **2.8 FIRE PREVENTION MEASURES**

We have the following fire prevention measures in place at St Christopher School:

### **2.8.1. Escape Routes and Emergency Exits**

- 2.8.1.1 There are at least two escape routes from every part of all buildings
- 2.8.1.2 Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- 2.8.1.3 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.
- 2.8.1.4 All stairs, passages and emergency exits are illuminated by emergency lighting
- 2.8.1.5 Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes
- 2.8.1.6 The master panel for the alarm system is located by the main pupil entrance in the Senior School and in the Junior School atrium and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS)
- 2.8.1.7 Alarms sound in all parts of the building.
- 2.8.1.8 Keeping fire routes and exits clear at all times. The housekeeping and grounds teams are responsible for unlocking the buildings in the morning, when s/he removes any bolts, padlocks and security devices from all emergency exits, check that escape routes are not obstructed and for reporting defects.
- 2.8.1.9 A regular testing schedule (and recording all tests and defects). This is the responsibility of the Head of Maintenance, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
  - 2.8.1.9.1 Periodic checks of fire doors, automatic door closures and emergency lights,
  - 2.8.1.9.2 Six monthly professional check on fire detection and warning equipment,
  - 2.8.1.9.3 An annual service of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers and hoses.
- 2.8.1.10 Records of all tests are kept in the Maintenance Department
- 2.8.1.11 Displays in corridors, theatre scenery, stage curtains and props and gym "crash" mats are treated with fire retardant spray or are covered, wherever possible.
- 2.8.1.12 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.
- 2.8.1.13 Electronic access controls to doors in the School are integrated with the fire alarm to release when the alarm is triggered.

## **2.9 ELECTRICAL SAFETY**

- 2.9.1 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.

- 2.9.2 Regular portable appliance testing takes place. A member of the staff has been trained in this role. Annual PAT testing is outsourced to a competent contractor.
- 2.9.3 Records of all tests are kept in the Maintenance Department.
- 2.9.4 The teaching staff and the housekeeping staff check that all Scientific and DT equipment is switched off at the end of the school day.
- 2.9.5 All computers, projectors, printers and electronic whiteboards have been set to switch off automatically every evening and during holidays and weekends.

## **2.10 LIGHTNING PROTECTION**

- 2.10.1 All lightning protection and earthing conforms to BS 6651-1999. It is tested by a specialist contractor. Records of all tests are kept in the Maintenance Department.

## **2.11 GAS SAFETY**

- 2.11.1 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 Maintenance Department
- 2.11.2 Landlord's gas safety certificates are held for all school domestic accommodation.
- 2.11.3 All kitchen equipment is switched off at the end of service.
- 2.11.4 All laboratories are checked daily to ensure that the central gas supply is turned off.

## **2.12 SAFE STORAGE**

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

## **2.13 RUBBISH AND COMBUSTIBLE MATERIALS**

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

## **2.14 LETTING OR HIRING THE SCHOOL**

- 2.14.1 Our standard contractual terms that we use for letting and hiring the School cover fire safety and specify that the hirer should certify that he/she has read and understood the School's fire safety policy and procedures. A caretaker is always on call when the School is let or hired for an outside function or event.

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## **PART 3: FIRE RISK ASSESSMENT**

- 3.1 All of the School premises will be subject to a Fire Risk Assessment. This may be conducted by an external consultant or other competent person, such as a suitably trained Bursar/Maintenance Engineer. The person undertaking the assessment should liaise closely with Heads of Department.
- 3.2 The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- 3.2.1 The Hazard
  - 3.2.2 The people at risk
  - 3.2.3 The measures to evaluate, remove, reduce and protect from the risk
  - 3.2.4 The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
  - 3.2.5 The arrangements for reviewing the assessment
- 3.3 The Fire Risk Assessment will be reviewed and/or updated every year or in the event of significant changes to the buildings or their usage.
- 3.4 A copy of the Fire Risk Assessment report will be available on site and employees attention brought to any hazards found in the assessment. The Fire Risk Assessment are held in the Maintenance Department and are available for all staff to read. Any comments and suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.
- 3.5 Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
- 3.6 Regular assessments will be made by staff, including the Fire Marshals/Maintenance team/Head Housekeeper to ensure that the walkways are kept clear of obstruction and tripping hazards.

**William Hawkes**  
**Bursar**

Approved by Governors September 2018