



## Fire Risk Prevention Policy and Procedures

Updated: 03-26  
Prepared by: KED/SHCC

Next Review: 03-27  
Approved by: Governors

**This Policy applies throughout the School from the EYFS to Year 6.**

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

#### **Introduction**

Our priority is to ensure the safety of staff, pupils and anyone else legally or otherwise on the School premises. We aim to reduce as far as is reasonably possible the risks to life and injury by maintaining the physical fire safety of the School by 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 Risk Prevention Policy and Procedures at the School, which are drawn up in compliance with the Regulatory Reform (Fire Safety) Order 2005, are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

**The Governors are the Responsible Persons** under the Regulatory Reform (Fire Safety) Order 2005, who discharge duties to the following persons.

#### **Role of the School Fire Safety Manager**

The Bursar is the designated School fire safety manager, who is responsible for ensuring that:

- The Fire Risk Prevention Policy and Procedures are kept under regular review by Governors and the Senior Leadership Team (SLT)
- The Fire Risk Prevention Policy and Procedures are communicated to the entire School community
- Everyone in the School (including visitors and contractors) is 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 and arrangements for emergency evacuation are regularly tested, lessons absorbed and practices changed in response
- Fire risk assessments are formally recorded, remedial actions completed, 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
- Records are kept of all fire drills
- Certificates for the installation and maintenance by competent persons of fire-fighting systems and equipment are kept

## Emergency evacuation notice

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

1. If you discover a fire, activate the nearest fire alarm call point to set off the alarm
2. Leave the building by the nearest exit
3. If you are responsible for a class, make them leave quietly with you. No one should talk or run
4. Make your way to the appropriate assembly point according to the following plan on the instructions of SLT:

### Plan A

- The usual whole school muster point is the playground
  - Those in St Mary's should evacuate via the Inverness Road gate and re-enter via the Arlington Road gate to muster in the playground. Occupants of the other buildings should proceed directly to the playground. Visitors and contractors should also proceed to the playground
  - If whole site evacuation is then instructed, evacuate via the Arlington Road gate and muster in Our Lady of Hal church on Arlington Road
  - Should it be necessary to move further away from the School, the muster point is Cecil Sharp House, 2 Regent's Park Road NW1 7AY

### Plan B

- If immediate whole site evacuation is required, leave by the Inverness Street gate or the Arlington Road gate as instructed by SLT and muster in Our Lady of Hal church on Arlington Road. Should it be necessary to move further away from the School, the muster point is Cecil Sharp House, 2 Regent's Park Road NW1 7AY. Visitors and contractors should also evacuate off-site
5. If you are teaching a class, do not stop to collect anything; ensure pupils do the same. Shut doors and windows behind you. The Head, or Senior Deputy Head in her absence, will walk down the line of class teachers and ask if all pupils in school for the session are present in their class line. If the number of children present tallies, then the class teacher can raise their hand to indicate their headcount is correct. With Nursery and Reception, if an evacuation takes place during a break when there are TAs supervising, the TAs lead the children to the muster point, where they are joined by their teachers and Early Years TAs. If all pupils in Nursery and Reception for the session are present in their class line, the TA in charge of the class raises their hand to indicate their headcount is correct. Any unaccounted for children must be reported to the Head or Senior Deputy Head in her absence. The School Secretary and Head's Executive PA, Data Administrator and Head of HR & Compliance ensure staff presence is correct using copies of the evacuation list printed out via the Entry Sign system. They also check the presence of visitors and contractors using the evacuation list. Any unaccounted for adults must be reported to the Bursar
  6. The alarm monitoring service will be responsible for summoning the fire and emergency services, if the alarm sounds

7. If you have a disabled pupil in your class, you should assist them, together with their carer, to evacuate immediately with the rest of the School
8. If you have a sleeping child in your EYFS class, you should wake them and help them to put on their shoes if necessary. If they appear disorientated, you may carry them out of the building along with the rest of the class, bearing in mind safe lifting techniques
9. On no account should anyone return to any building until given permission by the fire and emergency services
10. Remain at the assembly point with your pupils until the all clear is given. The Bursar will give the all clear to re-enter the building once allowed by the fire service

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

### **Briefing new staff and pupils**

All new staff (teaching and non-teaching alike), other adults that work with our pupils and all new pupils, including EYFS pupils, are given a briefing on the School's emergency evacuation procedures on their first day at the School. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point in the playground. Fire procedures are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what the notices 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 on site, staff, pupils, visitors and contractors alike, is our priority. Protecting property comes second. No one should attempt to fight a fire, including with a fire extinguisher, at the expense of their own or anyone else's safety.

### **Training**

We provide fire awareness INSET training to all staff. Training in competency in the use of fire extinguishers is provided to key members of staff only. We also provide regular refresher training. No one should attempt to use a fire extinguisher unless they have been trained in its use. Nominated staff are trained in the procedure for opening the Arlington Road gate manually should the automatic opening fail.

### **Emergency lighting**

Emergency lighting is installed in the School at all points where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits. Power backup is provided by batteries and is tested monthly by the Site Manager (charge & illumination). An annual full discharge test is conducted by a competent contractor and remedials actioned. Records of testing and servicing of emergency lights are maintained by the Site Manager and Bursar.

## Fire-fighting appliances

All new fire extinguishers are coloured red. They also usually have a panel or handle indicating the former British colour-coding. Fire extinguishers are maintained on behalf of the School by an ISO9001 certified/BAFE approved contractor; these checks take place annually.

Panel Colour	Contents	For Use On:	Suitable Location
Red	Water	Wood, paper, fabric (not electrical)	<ul style="list-style-type: none"><li>• Craft rooms</li><li>• Workshops</li><li>• Stages</li><li>• On escape routes (distance to the nearest extinguisher not more than 30m)</li></ul>
Black	CO <sub>2</sub>	Electrical equipment	<ul style="list-style-type: none"><li>• Electrical switch-rooms and places where live electrical equipment is present, e.g., stage lighting control areas and IT rooms</li><li>• Laboratories</li></ul>
Blue	Powder	Flammable liquids, petrol, electrical, wood	<ul style="list-style-type: none"><li>• Laboratories</li><li>• Food technology rooms</li><li>• Kitchens</li><li>• Vehicles</li><li>• Electrical switch-rooms and places where live electrical equipment is present, e.g. stage lighting control areas and IT rooms</li></ul>
Cream	Foam	Oil and fat (not electrical)	<ul style="list-style-type: none"><li>• Boiler rooms (oil-fuelled)</li><li>• Laboratories</li><li>• Food technology rooms</li><li>• Kitchens</li></ul>

Fire blankets are also in place in the relevant areas.

## Summoning the fire and emergency services

The School Office is manned between 07.45 and 18.00 during weekdays during term time and between 09.00 and 15.00 during half terms and holidays apart from the Christmas closedown. There are two master panels that show the alarm call points on the networked alarm system in the School buildings: one is located in the St Mary's lobby and shows the exact location of the alarm call, the other is located just outside the Site Manager's Office and shows the zone of the alarm call. The School Office is always given advance warning of fire practices.

The School fire alarm is linked to an alarm monitoring service that is responsible for summoning the fire and emergency services. The monitoring service attempts to intervene in the case of false alarms. The monitoring service is given prior warning of routine practices.

Out of hours, the alarm monitoring centre is responsible for summoning the fire and emergency services should the fire alarm be activated.

### **Visitors and contractors**

All visitors and contractors are required to register on the visitor management system at the School Office, where they are issued 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). Visitors and contractors must sign out of the visitor management system at the School Office when they leave.

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 fire alarm sounding.

### **Lift**

In the event of a fire, the lift in St Mary's will return to the ground floor and is then automatically disabled. Do not attempt to use it.

### **Disabled staff, pupils or visitors**

We will have a special one-to-one induction on fire safety for disabled pupils and their carers and for disabled members of staff or visitors. The School has an Evacuation of Persons with Disabilities Procedure.

### **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 and taking a register 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 Bursar. It is the responsibility of the Bursar 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 wardens**

All fire wardens are 'competent persons' who have been trained to provide safety assistance in the event of a fire. Fire wardens receive regular refresher training.

Current fire wardens include: The Bursar, Site Manager, IT Manager, Head of HR & Compliance and Data Administrator.

## **Responsibilities of evacuation wardens**

We have at least one evacuation warden in every building. All evacuation wardens have been advised of the evacuation routes and procedures for their designated building. This is reviewed at the start of each academic year and/or as necessary by the Bursar.

## **The sweep system**

There are fire sweep notices throughout the buildings covering every area. Staff are asked to sweep the area specified on the sweep notice and to bring it to the muster point so the Bursar knows nobody is left in that area. Should a pupil or staff member be unaccounted for in the roll call, the areas that have not been swept will be communicated to the fire and emergency services. On no account should a member of staff enter a building to conduct a sweep when the alarm is sounding.

## **Fire practices (drills)**

We hold a minimum of one fire drill every term at the School. This, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained fire wardens and evacuation wardens in every building, helps to ensure that the School can be safely evacuated in the event of a fire. A record of every drill is kept and actioned for lessons learned and remedials.

## **Fire detection measures**

There is an L2 Smoke and Heat Detection system in the buildings with all automatic fire detection devices hard-wired into the alarm system. The system is controlled by two addressable linked control panels in St Mary's and the Gatehouse. The fire alarm system is remotely monitored by an alarm receiving centre.

There is an in-house weekly check of the fire alarm on Wednesday mornings at 9am, with call points tested in rotation and recorded. There is a quarterly service check of the panels and detection devices by Protec.

## **Fire prevention measures**

We have the following fire prevention measures in place at the School

### **1. Escape routes and emergency exits**

- Where reasonably practicable, two escape routes are provided from every area of the building. Special attention will be paid to those areas with a single escape route to prevent them from becoming unusable
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell
- Fire extinguishers (of the appropriate type), smoke/heat detectors and call points are located in every building in accordance with the recommendations of our professional advisors
- When smoke/heat builds up, the detectors are automatically activated. Call points can be manually activated

- All stairs, passages and emergency exits are illuminated by emergency lighting
- There are two master panels that show the alarm call points on the networked alarm system in the School buildings: one is located in the St Mary's lobby and shows the exact location, the other is located just outside the Site Manager's Office and shows the zone
- Alarms sound in all parts of the building and in the playgrounds
- Fire routes and exits are kept clear at all times. The Site Manager is responsible for unlocking the buildings in the morning, when he removes bolts, padlocks and security devices from all emergency exits and checks daily that escape routes are not obstructed
- The fire alarm system is tested weekly using different call points each time (and all tests and defects are recorded). This is the responsibility of the Site Manager. The Bursar's office also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
  - Three monthly professional checks on fire detection and warning equipment (alarms, smoke detectors, smoke control systems)
  - An annual service of emergency lights and fire extinguishers
- Records of all tests are kept in the fire safety file, which is kept in the Bursar's Office
- Plans showing the location of fire extinguishers and gas and electricity shut-off points are displayed in the Bursar's Office

## **2. 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
- Regular portable appliance testing takes place annually
- Records of all tests are kept in the Bursar's Office
- The relevant teachers check that all scientific equipment and the kiln are switched off at the end of the School day
- The Catering Manager checks that all kitchen equipment is switched off at the end of the School day
- Staff must not bring or use any electrical equipment, such as fans or mobile phone chargers, on School premises. A mobile phone charging socket is available for staff use in the staff room. Fans and heaters, if required, should be requested from the Site Manager
- Pupils must not bring any electrical equipment on School premises

## **3. 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 Bursar's Office

## **4. 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 Bursar's Office
- All kitchen equipment is switched off at the end of service. There is a gas safety shut-off valve in the kitchen that is linked to the ducting system

## **5. Safe storage**

- We ensure that flammable materials used in teaching or maintenance are stored away from sources of heat

## **6. Rubbish and combustible materials**

- Flammable rubbish is stored away from buildings. Members of the public have no access to rubbish bins in the bin store
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored away from sources of heat in locked cabinets

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

The School's fire risk assessment 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. Individual risk assessments are in place for all areas of school, including classrooms, playground, Early Years setting, corridors, stairs, kitchen, etc.

The School has a professional fire risk assessment which is updated annually, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of the School's fire risk assessments are available from the Bursar for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome.

## **Monitoring and evaluation of policy**

This policy is reviewed regularly by the Health and Safety Committee, the SLT and the Governors.

## **Linked policies**

- Crisis Management Policy
- First Aid Policy
- Health and Safety Policy
- Premises and Accommodation Policy
- Procedures for Evacuation of People with Disabilities
- Risk Assessment Policy
- Safeguarding and Child Protection Policy

- Supervision of Pupils Policy
- Visitors and Visiting Speakers Policy

## APPENDIX

### FIRE EMERGENCY EVACUATION PROCEDURES

#### Purpose

The purpose of the fire emergency evacuation procedure is:

- To ensure that all people in the premises know what to do if there is a fire
- To ensure that the premises can be safely evacuated

If there is a fire, the fire alarm will activate and sound throughout the building as a continuous bell.

#### If you discover a fire

- Raise the alarm by activating a fire alarm call point. These are located on an evacuation route and are usually next to a fire exit

#### When you hear the alarm

- Staff should direct pupils in an orderly fashion using the nearest exit route
- Fire exit routes are clearly marked throughout the building
- Staff should close doors and windows
- Staff should only attempt to fight a small fire if this can be done without risk to those involved

#### Evacuation wardens

- Evacuation wardens are nominated by the School and briefed on their specific duties
- They carry out a sweep of their designated area of the building, take the relevant sweep notice and give it to the Bursar to indicate that there is no-one left inside the building section

#### Assembly points

##### Plan A

- The usual whole school muster point is the playground
  - Those in St Mary's should evacuate via the Inverness Road gate and re-enter via the Arlington Road gate to muster in the playground. Occupants of the other buildings should proceed directly to the playground. Visitors and contractors should also proceed to the playground
  - If whole site evacuation is then instructed, evacuate via the Arlington Road gate and muster in Our Lady of Hal church on Arlington Road
  - Should it be necessary to move further away from the School, the muster point is Cecil Sharp House, 2 Regent's Park Road NW1 7AY

## **Plan B**

- If immediate whole site evacuation is required, leave by the Inverness Street gate or the Arlington Road gate as instructed by SLT and muster in Our Lady of Hal church on Arlington Road. Should it be necessary to move further away from the School, the muster point is Cecil Sharp House, 2 Regent's Park Road NW1 7AY. Visitors and contractors should also evacuate off-site

### **Safe evacuation of people, especially at risk**

- Personal Emergency Evacuation Plans (PEEPs) are prepared for individual staff, pupils or visitors who need special arrangements to evacuate in accordance with our Procedures for Evacuation of People with Disabilities
- Visitors and contractors are made aware of the emergency evacuation procedures when they enter the site and sign in

### **Isolation processes for power supplies/machinery/processes**

- Kitchen staff must isolate gas supplies and turn off all cooking equipment
- Art room staff must turn off all heat-producing equipment, such as the kiln

### **Liaison with the Fire Brigade**

- If the fire alarm is not already activated, the Bursar, or in her absence, the School Office staff, will call the fire brigade
- The Site Manager (with the Bursar as his deputy) will meet the fire brigade and provide them with site assistance, including identification of any suspected missing persons

This procedure is reviewed annually or if there is a significant event.