



SHERBORNE HOUSE
SCHOOL

Fire Safety Policy

This policy applies to all pupils in the school, including EYFS

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References

The Regulatory Reform (Fire Safety) Order 2005

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1.0 Introduction

Sherborne House School acknowledges its responsibilities under the Regulatory Reform (Fire Safety) Order 2005, and will ensure that a fire safety risk assessment is carried out on its premises to determine the 'general fire precautions' / 'preventive and protective measures' needed to comply with the requirements imposed under the Order.

Sherborne House School will appoint a 'competent person' to assist with implementing the requirements of the Regulatory Reform (Fire Safety) Order 2005 including fire risk assessments.

Sherborne House School will make and give effect, where responsible, to such appropriate organisational arrangements for the effective planning, organisation, control, monitoring and review of its preventive and protective measures. Sherborne House School will implement such general fire precautions and will ensure, so far as is reasonably practicable, the safety of its employees, contractors and visitors. These general fire precautions will be implemented on the basis of the following principles from Part 3, schedule 1 of the Order:

- 1.1. Avoiding risks;
- 1.2. Evaluating the risks which cannot be avoided;
- 1.3. Combating the risks at source;
- 1.4. Adapting to technical progress;
- 1.5. Replacing the dangerous by the non-dangerous or less dangerous;
- 1.6. Giving appropriate instructions to employees, and, as specified in article 4 of the Order, these general fire precautions will include:
 - 1.1.1. Measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises
 - 1.1.2. Measures in relation to the means of escape from the premises
 - 1.1.3. Measures for securing that, at all material times, the means of escape can be safely and effectively used
 - 1.1.4. Measures in relation to the means for fighting fires on the premises
 - 1.1.5. Measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises
 - 1.1.6. Measures in relation to the arrangements for action to be taken in the event of fire on the premises, including,
 - 1.1.6.1. Measures relating to the instruction and training of employees and,
 - 1.1.6.2. Measures to mitigate the effects of the fire

2.0 Definitions

2.1 Sherborne House School defines

- 2.1.1 Fire Risk Assessment – A suitable and sufficient assessment of the Fire Hazards, Fire Risks and the Control Measure in place to eliminate or reduce the risk
- 2.1.2 Competent Person – A suitably qualified or experienced person to assist the Fire Risk Assessment process

3.0 Monitoring and Review

3.1 The School Business Manager shall ensure that this policy is reviewed annually and in the light of:

- 3.1.1 Any significant changes in working practices
- 3.1.2 Any changes in statutory legislation or Sherborne House School requirements
- 3.1.3 An incident occurs that requires improvement in practice
- 3.1.4 A Fire Risk Assessment

4.0 Compliance

4.1 Failure to comply with the requirements of any of Sherborne House School's Health and Safety policies and procedures of any staff member may result in disciplinary action

5.0 Fire Arrangements

5.1 Fire Risk Assessment

- 5.1.1 A suitable and sufficient Fire Risk Assessment will be in place for Sherborne House School's premises
- 5.1.2 The Risk Assessment will follow the requirements of the Regulatory Reform (Fire Safety) Order 2005 and will be carried out by persons responsible for the Fire Arrangements of the building
- 5.1.3 The Risk Assessment will be reviewed annually by the School Business Manager and copy made available to relevant staff, managers, Health and Safety Representatives and Health and Safety Committee Members
- 5.1.4 An action plan will be developed from the Risk Assessment, as required.

5.2 Fire Procedures

- 5.2.1 Fire Procedures for each building may be generic but should also be specific to the individual building where appropriate.
- 5.2.2 Fire Procedures will be fixed in prominent areas visible to all, including call points and classrooms.
- 5.2.3 Visitors to the school will be informed of the Fire Procedures when they sign in and will be issued with a visitors badge
- 5.2.4 The procedures will complement the annual fire training

5.3 Fire Alarm Systems

- 5.3.1 Premises shall be fitted with a suitable and sufficient Fire Alarm System to include:
 - 5.3.1.1 Fire Panel
 - 5.3.1.2 Smoke Detectors
 - 5.3.1.3 Heat Detectors
 - 5.3.1.4 Break Glass Call Points
- 5.3.2 A record is to be maintained of the location of all call points
- 5.3.3 The system shall be tested and maintained by a BAFE registered engineer under BS5839
- 5.3.4 These checks should be logged in the Fire Log Book
- 5.3.5 The Fire Alarm System will be monitored remotely

5.4 Fire Doors

- 5.4.1 Each building shall be fitted with suitable and sufficient Fire Doors
- 5.4.2 These doors will be identified by signage and will be constructed to BS476. and will be checked regularly by the site manager.
- 5.4.3 These checks are to be logged in the Fire Log Book.

5.5 Emergency Lighting

- 5.5.1 Each building shall be fitted with suitable and sufficient emergency lighting
- 5.5.2 A record will be maintained to confirm the location of the emergency lighting The lighting will be tested and checked under BS5266 by site personnel and at least annually by a suitable contractor
- 5.5.3 These checks should be logged in the Fire Log Book

5.6 Fire Fighting Equipment

- 5.6.1 Each building shall be fitted with suitable and sufficient Fire Fighting Equipment
- 5.6.2 The equipment should be checked under BS EN 3 by a suitable contractor
- 5.6.3 These checks should be logged in the Fire Log Book

5.7 Means of Escape

- 5.7.1 Each building shall have suitable and sufficient Means of Escape in case of an emergency, such as fire
- 5.7.2 The means of escape will identified by appropriate signage. The means of escape will be kept clear of obstructions
- 5.7.3 No flammable items will be stored in protected staircases

5.8 Disabled Pupils and Staff

- 5.8.1 Under the Disability Discrimination Act where staff members have a mobility issue, extra control measures will be needed to reduce the risks to them
- 5.8.2 If the disabled person cannot readily exit the building, such as being on a floor other than the ground floor, they can make their way to a predetermined location and the Fire Marshal and Fire Services will check on them as soon as possible
- 5.8.3 The Disability Rights Commission identifies under the Regulatory Reform (Fire Safety) Order 2005, the need for employers to take responsibility for ensuring that all people, including disabled people, can leave the building safely in the event of a fire. The commission recommends, where possible the use of a Personal Emergency Evacuation Plan (PEEP) for disabled staff who have significant risks in relation to leaving the building in the event of a fire which will be implemented by Sherborne House School when requested by a disabled member of staff or identified by the organisation.

5.9 Waste Arrangements

- 5.9.1 Measures should be in place for the prompt removal from the buildings of all paper and cardboard waste

- 5.9.2 The storage of these materials within the building should be kept to a minimum. Particular attention should be applied to Confidential Waste and to Cardboard produced by the delivery of goods

5.10 Security

- 5.10.1 Although security in the form of access control can potentially conflict with good fire evacuation procedures, security has a role to play in the reduction of unwanted persons entering a building who could potentially start a fire, both by accident or premeditated intent
- 5.10.2 Access Systems should be effective and kept in good order, with proper arrangements for maintenance, this should ensure that Access Systems work correctly in both stopping unwanted persons entering but also in respect to the system de-activating, should the Fire Alarm System be activated.

5.11 Attendance Registers

- 5.11.1 Attendance registers are to printed/held in paper format as soon as practicably possible after the close of morning and afternoon registration
- 5.11.2 A record shall be maintained of all pupils who have left the site after registration for reasons including school trips, sport etc
- 5.11.3 A record shall be a maintained of all pupils leaving or arriving on site outside of normal registration period
- 5.11.4 The school will have a mechanism for logging staff and visitors on and off the site.
- 5.11.5 These records are to be readily available to the School Administrator or Fire Marshall in the event of a fire or other evacuation, to assist and enable them, with the Roll Call at the Fire Assembly Point

5.12 Fire Assembly Points

- 5.12.1 The School will have at least one Fire Assembly Point. It will be at a safe location, far enough from the building, so as not to present a significant fire risk to persons at the point but also close enough and accessible enough so as staff can reach it without difficulty.
- 5.12.2 It should be suitably signposted.

5.13 Building Alterations

- 5.13.1 When any alterations are planned for a building, due consideration should be made in relation to any compromise of the Fire Control Measures, such as:
 - 5.13.1.1 Fire Compartmentalisation and Fire Doors
 - 5.13.1.2 Fire Alarm System
 - 5.13.1.3 Fire Fighting Equipment
 - 5.13.1.4 Means of Escape
 - 5.13.1.5 Ventilation
 - 5.13.1.6 Signage
 - 5.13.1.7 Security

6.0 Training

6.1 Sherborne House School recognises that training is required for staff to acquire competence in fire safety.

6.2 Annual Fire Training

- 6.2.1 All Sherborne House School staff will complete Fire Awareness Training annually.
- 6.2.2 This will normally be delivered via the Smart Log System
- 6.2.3 A record of completion will be maintained

6.3 Fire Drills

- 6.3.1 A Fire Drill/Evacuation will take place at a minimum, termly and will be undertaken across a selection of times.
- 6.3.2 These will be organised by the School Business Manager and Site Manager in conjunction with the Head Teacher
- 6.3.3 After each fire drill, an evaluation will be undertaken on any revision to procedures and practice which should be implemented. These will be reported to the Health and Safety Committee.

6.4 Fire Marshalls

- 6.4.1 As well as attending the annual fire training, all staff will undertake the Fire Marshall Training through Smartlog to allow them to carry out their duties

7.0 Roles and Responsibilities

7.1 Headteacher

- 7.1.1 The Headteacher in conjunction with the proprietor shall have overall responsibility for ensuring compliance with Health and Safety legislation.
- 7.1.2 The Headteacher in conjunction with the proprietor shall ensure that adequate resources are made available to implement the policy and carry out any remedial action or amendments to this policy

7.2 School Business Manager

- 7.2.1 Shall ensure that this policy is reviewed annually and in the light of any changes in working practice and/or changes in statutory legislation and/or an incident occurs that requires improvement and /or the fire risk assessments identifies significant risks that are not already addressed
- 7.2.2 Shall ensure the effective implementation of the Fire Safety Policy
- 7.2.3 Shall ensure that all activities and sites within their responsibility are assessed for fire risks
- 7.2.4 Shall ensure that every member of staff is given fire training as part of their induction and completes the Smartlog fire training on an annual basis
- 7.2.5 Shall ensure that designated staff receive Fire Marshall training through Smartlog to ensure adequate Fire Marshalls across site.
- 7.2.6 Shall liaise as necessary on fire safety design implications for construction and refurbishment projects with architects, building control and contractors
- 7.2.7 Shall ensure that an appropriate assessment and procedures are in place in respect of fire and evacuation for any disabled member of staff.

7.3 Site Manager

- 7.3.1 Shall liaise as necessary with contractors to provide fire safety information

- 7.3.2 Shall supervise contractors in relation to their fire risks and fire control measures
- 7.3.3 Shall arrange for the maintenance of the fire alarm system, emergency lighting, firefighting equipment and any devices provided for fire safety e.g. fire doors and door release systems
- 7.3.4 Shall arrange for the weekly testing of the fire alarm systems
- 7.3.5 Shall, in conjunction with the School Business Manager and Head Teacher arrange fire drills and evacuations Shall check on disabled staff in regards to their safety and the relevant pre designated areas (only when safe to do so)
- 7.3.6 Shall ensure staff members are not re-entering the building until the all clear is given by the Senior Fire Officer in attendance.

7.4 All Employees who also designated as Fire Marshalls

- 7.4.1 Shall monitor the area within which they work correct if possible, and report if not possible, any problems they note such as wedged open fire doors, missing fire extinguishers, defects etc
- 7.4.2 Shall on hearing the continuous fire alarm, 'sweep' their designated area and encourage occupants to move promptly to the nearest fire exit and then to direct them to the nearest assembly point
- 7.4.3 Shall check on disabled staff in regards to their safety and the relevant pre designated areas (only when safe to do so)

7.5 All employees

- 7.5.1 All employees shall be responsible for becoming familiar with the relevant contents of this Fire Policy and the day to day observation of fire safety
- 7.5.2 All employees shall be responsible for becoming familiar with the contents of their local Fire Procedures
- 7.5.3 All employees shall be responsible for ensuring that they complete the fire safety training on an annual basis
- 7.5.4 All employees shall be responsible for raising the alarm in the event of a fire or suspected fire
- 7.5.5 All employees shall be responsible for ensuring that buildings are kept clear of rubbish build up, including cardboard and paper, particularly in and around fire escape routes and exits
- 7.5.6 All employees shall be responsible for signing in/out in the register to maintain an accurate record of their whereabouts

8.0 Further Arrangements

- 8.1 For more detailed information regarding the management of Health, Safety, and Welfare within Sherborne House School, employees should refer to the Health and Safety Policy.

Annex 1

ACTION TO BE TAKEN ON DISCOVERING A FIRE OR HEARING THE FIRE ALARM

Upon discovery a fire or evidence that a fire has occurred e.g. smoke you must immediately:

Activate the nearest fire alarm

And where possible advise the office the location of the fire and any other relevant information

Upon Hearing the Fire Alarm

1. Member of Staff to lead class via nearest exist to assembly point on field
2. Ensuring that any visitors are led to assembly area
3. Check toilets and other areas on the same floor of building to ensure areas are clear
4. Where possible close windows and doors to prevent the spread of fire

Fire extinguishers are only to be used where fire prevents your exit – the priority is to safely evacuate the buildings. Fighting fire should only be undertaken by trained and competent individuals.

The **School Administrator** and **Admin Assistant** are to co-ordinate the roll call, taking with them the registration records, staff signing in sheet and visitors records. Immediately this has been completed they are report to the **Headteacher**.

In the event that any individual is unaccounted for, the **Business Manager** is to co-ordinate a search of the premises and site where safe to do so. They are not expected to and must not put themselves at risk in completing additional searches.

Other Actions

Site Manager and **Business Manager** to immediately establish the location of the fire alarm activation, either through detector or call point.

Where possible, establish that there is a genuine cause for the activation, however no risk to individual safety and/or the potential to spread fire through the introduction of oxygen must be taken. If cause cannot be established and there is any doubt that it is a false alarm it must be treated as a genuine activation

The **Business Manager** (or **School Administrator** in their absence) is responsible for ensuring the Fire Brigade is called using the 999 service.

The **Site Manger** or other nominated individual is to wait at main gates to signal to the emergency vehicles on arrival, ensuring the gates remain open. They need to direct the vehicles towards the buildings(s) where the fire is located.

The school's alarms are monitored centrally and will alert the security company, their instructions are to attend site and should not be relied upon for calling the fire brigade.

End