

## Forres Sandle Manor (Non-Academic) Policy

Policy Title	<b>Fire Prevention and Fire Fighting</b>
Policy Lead (Appointment (& Initials))	<b>Interim Head (RT)</b>
Date of Last Review	<b>January 2022</b>
Date of Next Review	<b>July 2022</b>

### FIRE PREVENTION AND FIRE FIGHTING

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

##### **INTRODUCTION**

FSM's 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 Fighting and Prevention Policy, procedures and risk assessments are designed to help FSM's community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

- Procedures are in place to ensure that pupils, staff and visitors are protected from fire risks when on the premises.
- Buildings are safe and FSM has taken appropriate steps to ensure safety from fire as far as reasonably practicable.
- FSM has minimised the possibility of fire and its effects by taking the following preventative measures:
  - Regularly reviewing the Fire Fighting and Prevention policy by Directors, SLT and the Fire Safety Officer (FSO).
  - This Fire Prevention and Fire Fighting Policy is formally promulgated to the entire FSM community.
  - Everyone at FSM (including visitors and contractors) are given clear written instructions on the Safe Assembly Area in the event of fire.
  - Construction of buildings is in line with current fire control practice.
  - Electrical equipment and wiring is tested and checked regularly.
  - Fire control measures are up to current standards and are checked regularly.
  - Fire alarm systems are appropriate for the use of buildings and are maintained and tested regularly.
  - Emergency escape lighting is fitted in buildings as required and checked monthly.
  - Fire extinguishers are sited as appropriate and maintained annually.
  - Supervision and monitoring of visitors, including contractors is carried out.
  - Fire evacuation drills are carried out each term, during both day and night.
  - A high standard of Housekeeping is maintained.

- In addition to the above, a Fire Risk Assessment, in line with the requirements of the Regulatory Reform (Fire Safety) Order 2005 is in place and is reviewed annually.
- Precautions and arrangements in respect of disabled people visiting the premises are in place and implemented.

### **ROLE OF THE FSM FIRE SAFETY OFFICER (FSO)**

The Head of Boarding is designated as FSM's Fire Safety Officer (FSO). The Deputy Fire Safety Officer (DFSO) is designated as the Assistant Houseparent.

The FSO and DFSO are responsible for ensuring that:

- The fire prevention measures contained in this policy are meticulously followed.
- Procedures and plans for emergency evacuation are in place and regularly tested and lessons absorbed.
- Fire exit routes are kept clear at all times and signed appropriately.
- All fire practice drills are written up and retained. All observations to be logged and lessons learned employed to improve and refine emergency procedures.
- House parents are trained appropriately as Fire Marshals.

The Bursar is responsible for ensuring that:

- Records of staff training, induction, evacuation drills and fire alarm/emergency lighting tests are kept in the School Office and are up to date in the Fire Control Log Book. The Log Book is always to be available for inspection.
- Records are kept by the Bursary of the CD based interactive fire induction training given to new staff.
- Fire Risk Assessments are regularly reviewed and updated.
- Fire procedures and risk assessments are reviewed on each occasion that buildings are altered, extended or rebuilt, or when new buildings are acquired.

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

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

All new staff (teaching and non-teaching alike) and all new pupils are given a briefing on FSM's emergency evacuation procedures on their first day here. They are shown emergency exits and escape routes to the Safe Assembly Area. Fire action notices are pointed out in order 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 is the unquestioned priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's, safety. FSM provides fire awareness training to all staff and regular refresher training. No attempt to use a fire extinguisher should be attempted unless trained in its use.

## **VISITORS AND CONTRACTORS**

The School Office is manned between 8 am and 5 pm during weekdays throughout term time, and between 9 am and 12 pm during Half Terms and school holidays, apart from the Christmas closedown. All visitors are required to sign in with the School Office where they are issued a visitor's badge which should be worn at all times that they are on FSM property. Visitors are made aware of the emergency evacuation notice and are shown the way to the assembly point.

When large numbers of visitors are at FSM 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.

## **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 names of those who cannot be accounted for and, if possible, their likely location, is passed immediately to the FSO, Interim Headmaster or senior person present. It is the responsibility of that person to ensure that this information is passed to the Fire & Rescue Service on its arrival.

## **FIRE PRACTICE DRILLS**

FSM holds at least 2 fire practice drills every term; one at night for boarders within 24 hours from the start of term, and a further drill later on but during the day for when the whole of FSM is present. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained fire marshals helps to ensure that FSM can be safely evacuated in the event of a fire.

## **FIRE PREVENTION MEASURES: 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.
- Fire extinguishers (of the appropriate type), smoke detectors, and manual alarm points are located in every building in accordance with the recommendations of our professional advisors. The alarm is activated either automatically by one of the smoke detectors or manually using the break glass alarm points.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Automatic door closures that are activated by the fire alarms are fitted on a number of doors in or leading onto escape routes.
- Alarms sound in all parts of each building and an alarm activated in one building will activate the alarms in all buildings.
- Fire routes and exits are to be kept clear of all obstructions at all times. The Maintenance and Grounds team are responsible for unlocking the buildings in the morning, checking that escape routes are not obstructed and for reporting defects.

- All fire alarms are tested regularly and all tests and defects are recorded. This is the responsibility of the Interim Head, who also arranged for an ISO9001 certified/BAFE approved contractor to carry out maintenance as appropriate.

### **FIRE PREVENTION MEASURES: ELECTRICAL AND GAS SAFETY**

- FSM 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).
- Although not a mandatory requirement, annual portable appliance testing (PAT) takes place at FSM.
- Records of all tests are kept in the Bursar's Office.
- Heads of Department check that all scientific and DT equipment is switched off at the end of the school day.
- 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 Bursary.
- 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.

### **FIRE PREVENTION MEASURES: 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.

### **FIRE PREVENTION MEASURES: RUBBISH AND COMBUSTIBLE MATERIALS**

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

## **PART 3: FIRE RISK ASSESSMENTS**

FSM's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005.

- Fire Risk Assessments have been conducted and recorded for the whole site and these are reviewed and updated regularly in conjunction with FSM's Health & Safety Consultant. Hard copies of the assessments are held by the Interim Head.
- The Interim Head is responsible for the effectiveness and efficiency of the FSM's fire detection and alarm system, firefighting equipment and signage throughout the site. He is also responsible for arranging the 6-monthly servicing of the fire detection/alarm system and emergency lighting, and the annual servicing of all firefighting equipment, principally fire extinguishers.

- The FSO is responsible for scheduling all tests of FSM's fire evacuation drills, both during the day and at night. The Bursary is responsible for the coordination of fire awareness training for all members of staff.
- Fire drills are conducted each term both during the day for all pupils and at night for the boarders. The results of these drills are entered in the Fire Log which is maintained by the FSO.

#### **PART 4: EVACUATION DRILLS**

Evacuation procedures are displayed in all areas of FSM, and are given to all contractors and visitors upon signing in. The full emergency procedures, for day and night, are:

#### **FIRE EVACUATION DRILL **DURING THE DAY** (8.30 - 4.35pm)**

- **In the event of the alarm sounding, all staff and children are to assume that there is a genuine emergency.**
- **Safe Assembly Area:** Croquet Lawn on the middle level terrace.
- **Evacuation Drill (Day)**
  - All staff and children should leave building immediately by nearest exit and proceed by most direct route to safe assembly area.
  - FSO and FSM Maintenance Team meet up at Fire Indication Panel by Main Door to check alarm status. Walkie Talkies available in Bursary.  
***On Saturdays, the Fire Indication Panel is attended to by:  
8.30am – 1pm – WP (Deputy Head)  
1pm – 4pm – NB (Head Matron)  
4pm onwards – Duty Resident***
  - *Fire Search Team* (formed from FSM Maintenance & Grounds Staff) move directly to source of alarm.  
***On Saturdays Fire Search Team to consist of the member of staff attending the Fire Panel plus additional members of teaching staff as required.***
  - If appropriate, call the Fire Brigade. The person who calls the fire brigade will ascertain location of fire and meet emergency services outside the main door of FSM.
  - **Once assembled on the croquet lawn:**
    - All children line up by form groups. Form teachers or other staff as necessary takes form roll calls. School Secretary brings list of absentees and registers, and visitors list.
    - Catering staff assemble and count made by duty senior chef.
    - Domestic & laundry staff assemble and count made by Domestic Cleaning Supervisor or her Deputy.
    - Matron on duty ensures all sick children accounted for.
    - Peripatetic music staff assemble and count made by Head of Performing Arts or School Secretary.
    - Administrative, Grounds and Maintenance staff, and any contractors on site, assemble and count made by Bursary staff.

- If appropriate, walkie talkies can be collected from the Bursary and taken to Safe Assembly Area (to provide link between Safe Assembly Area and Fire Search Team).
- A member of the SLT conducts a department roll call (Check list provided by Bursary). Additional roll call sheets handed out by a member of SLT to quicken roll call process.
- **Missing Persons:** In the event of missing persons:
  - Interim Headmaster, Deputy Head(s) or FSO informed of any missing persons. Follow-up search by staff (in pairs) to be considered if safe to do so.
  - Fire Search Team advised by walkie talkie of any missing person during their search.
- Nobody to leave Safe Assembly Area without permission of either Interim Headmaster, Deputy Head(s), FSO or a Senior Fire Brigade Officer.

**FIRE EMERGENCY DRILL DURING BOARDING HOURS (4.35pm – 8.30am) AND FROM 4pm SATURDAY – 8.30am MONDAY**

- **In the event of the alarm sounding, all staff and children are to assume that there is a genuine emergency.**
- **Safe Assembly Area:** Croquet lawn on middle level terrace.
- **Evacuation Drill (Night):**
  - All children and staff to leave building immediately by nearest exit and proceed by most direct route to the lower croquet lawn.
  - FSO (or duty houseparent) checks the fire alarm control panel and calls Fire Brigade if appropriate. The person who calls Fire Brigade will ascertain location of fire and meet emergency services outside front of FSM.
  - Once assembled on lower croquet lawn all children to WAIT IN SILENCE.
  - Fire sheets collected and then distributed to duty staff by Matrons.
  - All boarders assemble by dormitories and roll call taken by designated staff.
  - Duty Matron ensures all sick children accounted for or, in matron's absence, a resident member of staff (pre 9.00 pm only).
  - Any day children still at FSM (for activities for example) to form a *day pupils'* line and a roll call taken by staff in accordance with the *Sign Out Book*.
  - All catering staff and laundry staff present assemble and count made by duty senior chef.
  - FSO or duty houseparent informed of any absentees.
  - No one leaves lower croquet lawn without permission of the Houseparent in control (or member of staff in his/her absence) or Senior Fire Brigade Officer.
  - If the fire alarm sounds after children have gone upstairs to bed, the following escape procedures to be followed:

## Evacuation Tasks for Staff for Fire Emergency Drill at Night

Head of Boarding (FSM Fire Safety Officer (FSO) (or Deputy FSO in his/her absence)	<ul style="list-style-type: none"> <li>○ Ascertain nature of alarm, telephone emergency services, Interim Headmaster and Bursar.</li> <li>○ Proceed direct to lower croquet lawn to ensure correct congregation of children.</li> <li>○ Take control of evacuation procedure.</li> <li>○ Restore calm from potential crisis.</li> <li>○ Ensure all children and staff are present.</li> </ul>
All Resident Staff	<ul style="list-style-type: none"> <li>○ Go to allocated zone</li> <li>○ Check children are awake with: <ul style="list-style-type: none"> <li>- Duvets pulled right back to demonstrate bed is empty.</li> <li>- Slippers and dressing gowns are being worn.</li> </ul> </li> <li>○ All children lined up, ensuring all present.</li> <li>○ Check that dorms and other areas in allocated zone are empty.</li> <li>○ Direct children to walk quickly and silently down the appointed route. Stress that silence is maintained throughout.</li> <li>○ Follow children out to Safe Assembly Area.</li> <li>○ Once in Safe Assembly Area check again that all allocated zone children are present.</li> <li>○ Wait for fresh instructions from duty house parent.</li> </ul>

## Zones Tasks

Zone Number	Areas	Exit Route
<b>1</b>	Meakin Cornish Fields Cornish Gardens Pembroke Dymock <u>Also Check:</u> Boys WCs near Meakin Boys WCs near Pembroke Boys WCs near Dymock	Walk down main staircase adjacent to Play zone and exit out of terrace door
<b>2</b>	Deane Marjoribanks Buckle <u>Also Check:</u> Surgery Matrons' Workroom GBB Centre Stairwell Boys Changing Room	<b>SWITCH ON EXTERNAL FLOOD LIGHT SYSTEM (by Deane Door)</b>  Descend centre staircase and exit at Bug House door

<p style="text-align: center;"><b>3</b></p>	<p>Fergusson Cunningham Hooley Rookery Perry <b>Also Check:</b> Telephone Kiosks Girls' Stairwell Girls' Changing Rooms Girls' WCs near Rookery</p>	<p>Descend North staircase and exit North double green doors.</p> <p>Turn right and proceed between Main School building and Pre-Prep Building</p>
<p style="text-align: center;"><b>4</b></p>	<p>Chadwick Barton</p>	<p>Break glass door lock if necessary to release door.</p> <p>Proceed straight through Houseparent's Flat. Descend North staircase and exit North double green doors.</p> <p>Turn right and proceed between Main School building and Pre-Prep Building and descend down North staircase</p>

#### **ACTION IF STAFF OR CHILDREN BECOME TRAPPED**

- Prevent smoke from entering the room by using duvets or towels around the doors.
- Open windows and call loudly for help.
- Staff are only to re-enter building in pairs having first advised another member of staff of their intention to do so. They do so at their own risk.

#### **FIRE BRIGADE WILL ASSUME CONTROL**

- Once the Fire Brigade arrive the Senior Fire Brigade Officer will assume control of the whole incident.
- No member of the FSM community should enter the building for any reason until it has been declared safe by the Senior Fire Brigade Officer.