

Durston House

Fire Safety Policy

Aims of the Policy

- to detail the school's approach to the control of risk from fire
- to minimise the risk to life by maintaining the fire safety integrity of all school premises.

Objectives

- to ensure that risks from fire are identified and that arrangements are in place to help all members of the school community, and visitors, to respond calmly and effectively in the event that a fire occurs.
- to enable the school to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

This Policy applies to all pupils in the school, including Reception (EYFS).

The Role of the School Fire Officer

The Bursar is the designated School Fire Officer and has overall responsibility for ensuring that:

- this Fire Safety Policy is kept under regular review by the Governors and the Senior Management Team.
- the information contained within the Fire Safety Policy is made available to all members of the school community.
- clear, written instructions on the course of action to take in the event of an emergency are displayed in all areas of the school.
- clear, written instructions are freely available for all visitors to the school and these instructions contain full information on the course of action to be taken in the event of an emergency.
- contractors working for the school are given written documentation detailing the procedures that they should follow whilst working on the school premises, and also informing them of the school's procedures in an emergency situation.
- at induction, new employees are taken through, and given copies of, the Fire Procedures relevant to the buildings they are working in.
- basic fire training is given to all employees every three years.
- key staff are trained in the safe use of fire extinguishers.
- fire drills are carried out in the Autumn and Spring terms.
- Fire Risk Assessments are undertaken for individual buildings every two years and reviewed and/or updated in the event of significant changes to the buildings or their usage.
- the integrity of all fire prevention systems and equipment in place is maintained in good working order.

Emergency ‘In case of Fire’ notice

‘In Case of Fire’ notices’, adapted specifically for each building, backed up by compliant fire signage and detailing the actions to be taken upon discovery of a fire and to reach the assembly point safely, are displayed in each room to facilitate the safe evacuation of all.

Emergency Routes, Signs and Notices

Where possible all exit doors open in the direction of escape and are clearly signed.

All exit routes are clearly signed.

The Maintenance Manager carries out daily walk rounds of the three school buildings that include the checking and clearing of any obstructions in emergency routes and exits and that all signage is clearly visible and in good condition. Any defects found are dealt with without delay.

In addition, the Maintenance Manager undertakes a full fire check of the three school buildings. These checks are recorded and include the following:

- fire hazards, fuel ignition or fuel sources
- clear escape routes and exits
- external fire escapes in good condition
- exits able to be opened easily
- fire doors not damaged
- fire doors propped open
- fire signs missing or damaged
- fire door release mechanisms working correctly
- fire extinguishing appliances not missing or damaged.

Fire Detection

All the School premises (including the pavilions) have adequate means of fire detection. The detection equipment is maintained and regularly checked by competent contractors.

Fire Alarm

All the school premises (including the pavilions) have adequate means of raising the alarm in the event of fire.

The Maintenance Manager is responsible for ensuring that the fire alarm system in each location is tested weekly, using a different activator point each week, and for keeping records of the dates, times and results.

The fire alarm system is serviced annually by a competent contractor. The records are held by the Bursar.

Fire Fighting Equipment

There are adequate numbers of fire extinguishers in all the school’s premises.

Fire extinguishers are serviced annually by a competent contractor. The service date is recorded on each extinguisher.

Emergency Lighting

Emergency lighting is installed throughout the school where lighting would continue to be required in the event of a mains power failure, eg stairs, passageways and emergency exits.

Emergency lighting is tested monthly (charge and illumination) and an annual full discharge test by a competent contractor.

Records of testing and servicing of emergency lights are maintained by the Maintenance Manager.

Procedures in the Event of a Fire

There are separate Fire Procedures documents for each of the three school buildings, including what to do in the event of a fire when at Haven Green Baptist Church or Hall. At induction all staff are made aware, and given copies, of the Fire Procedures pertaining to the building/s they work in and reminded how important it is that they familiarise themselves with them, including:

- escape routes and means of escape
- the location of firefighting equipment
- any particular special consideration (e.g. in laboratories or workshops).

Details of the relevant Fire Procedures are printed on notices close to the door in each room. The means of escape are clearly signed with pictograms.

At present, the school does not have any pupils or staff who might have difficulty evacuating in an emergency. Should this change, specific arrangements, including a Personal Emergency Evacuation Plan (PEEP) will be made to ensure they can escape in an emergency

Fire Risk Assessment

An external consultant is employed to carry out Fire Risk Assessments in the three School buildings every two years or more frequently in the event of significant changes to the buildings or their usage.

A copy of the Fire Risk Assessment Report is circulated to the Health and Safety Committee and employees' attention is brought to any hazards found in the assessment.

Fire Training

At induction staff are informed about:

- action to take if they discover a fire, including how to activate the fire alarm.
- action to take on hearing the alarm, including location and use of exits and escape routes.
- and given copies of, the Fire Procedures relevant to the buildings they will be working in.

Basic fire training is given to all employees every three years. Key staff are trained in the safe use of fire extinguishers.

Pupils are informed of exits and escape routes.

Visitors and contractors:

- on arrival at the school will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.
- for events with large numbers of attendees, such as the Carol Service, Open Mornings and the School Concert, attendees will hear an announcement made at the beginning of the event regarding evacuation arrangements

Fire Drills

Fire Drills are generally held in the Autumn and Spring Terms. Written records of fire drills are kept on the school's intranet.

Fire Prevention Measures

The school takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. The following fire prevention measures are in place:

- Escape routes in all school buildings are kept clear and unobstructed.
- Fire evacuation notices and compliant signage are prominently displayed throughout all buildings.
- Fire extinguishers are located in all school buildings and are maintained in a good working condition by a competent contractor.
- Automatic fire detection systems are in place in all buildings. Service records are maintained by the Bursar.
- All installed fire detection systems trigger sounders located throughout the building.
- All magnetic holdback devices to corridor and fire escape route doors that are held open during normal day time activities automatically close when the fire bells sound.
- Emergency lighting systems are installed to all emergency exits and escape routes and these are regularly tested.
- All installed fire systems are tested weekly by the Maintenance Manager and logged in log books held in the Maintenance Department.
- All electrical remedial or installation work is undertaken by a competent contractor to the 17th IEE Regulations. Electrical installation certificates are required for all electrical work undertaken by outside contractors.
- The fixed electrical installations are tested every five years by a competent contractor.
- Portable appliance testing is carried out by a competent contractor annually.
- All gas remedial or installation work is undertaken by Gas Safe accredited contractors.
- All gas boilers are serviced by Gas Safe accredited contractors annually.
- The Science Laboratories have 'emergency gas shut off valves' located in prominent positions in case of emergency.
- The Science Laboratory Prep Room and Maintenance Store have solvent cupboards for storage of flammable products.
- Flammable rubbish is not allowed to accumulate in buildings. All general waste and storage of recycled goods is in dedicated enclosures away from buildings
- All staff are reminded that:
 - there is a NO SMOKING rule on the premises or within the school boundary.
 - to keep fire exits, routes and access to firefighting equipment clear of any obstructions.
 - not to wedge fire doors open.
 - to keep work areas free of waste as far as possible, in particular those areas which are not easily accessible, e.g. under desks, behind radiators etc.
 - if they see anything which may be a fire hazard, to correct it themselves if easy and safe to do so, or report it to the Bursar or Maintenance Manager immediately.

Fire Records

Records are kept of training, inspections, monthly checks, fire drills and maintenance of systems and equipment.

Evaluation of this Policy

This policy will be evaluated every three years by the school, amended where necessary and approved by the Governors and SMT.

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