

# Fire Safety Policy



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## Policy Statement

At St Olave's Prep School, we are committed to the development of children's social, emotional skills, children's self-esteem, their mental and physical health and well-being. St Olave's is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). This policy applies to all members of our school community, including those in our EYFS setting regardless of gender, race, sex, ethnicity, religion or belief, cultural or linguistic background, sexual orientation, gender reassignment, or disability.

### 1 Scope

This guidance is applicable to all premises under the control of the School and details the approach to the control of risk from fire.

### 2 Objectives

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

### 3 Guidance

3.1 The School has in place procedures for:-

- carrying out fire risk assessment;
- preventing fires;
- evacuation in the event of a fire;
- maintaining and checking all fire detection, alarm and fighting systems.

3.2 The Bursar has responsibility for maintaining and ensuring the local implementation of the School fire procedures; for making and maintaining a 'fire map' of the School premises. Copies of these maps are posted next to the fire alarm panel.

In addition at least one trained Fire Marshal is based in each building. All Fire Marshals are trained to provide "safety assistance" in the event of a fire. Fire Marshals receive regular refresher training.

### 4 Fire Risk Assessment

4.1 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 member of staff. The person undertaking the assessment should liaise closely with the

Senior Leadership Team.

4.2 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.

4.3 A copy of the fire risk assessment report will be available on site (from the Bursar) and employees' attention brought to any hazards found in the assessment.

4.4 Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

4.5 Regular assessments will be made by staff, including the Bursar / Caretaker to ensure that the walkways are kept clear of obstruction and tripping hazards.

## 5 Fire Detection

Each of the School premises must have adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons.

## 6 Fire Alarm

6.1 Each of the School premises has an adequate means of raising the alarm in the event of fire.

6.2 The fire alarm system in the School is to be tested weekly with the date and time made known. This will be managed by the Caretaker. The alarm will be activated using a different activator point each time.

6.3 The fire alarm system will be serviced six monthly by a competent contractor (eg ISO 9001 / BAFE).

6.4 Records of these tests and servicing are maintained in a fire log book held by the Caretaker.

## 7 Fire Fighting Equipment

7.1 The fire risk assessment will determine the minimum level of fire fighting equipment which must be present in the School premises.

7.2 Fire extinguishers, and other fire suppression systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher/system.

## 8 Emergency Lighting

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

8.2 The lighting will be tested each holiday (charge and illumination) by way of simulated mains failure. A maintenance and servicing programme will be arranged by the Bursar / Caretaker.

8.4 Records of testing and servicing of emergency lights will be maintained by the Bursar.

## 9 Emergency Procedures

9.1 Written emergency procedures will be provided. These written instructions will include procedures in the event of a fire and where required, procedures in the event of a bomb warning.

9.2 Notices will be displayed in each building of the School premises detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency. This may be different from the Fire evacuation point depending on location. An example notice is included at Appendix 1 to this guidance

9.3 There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed with pictograms.

9.4 The means of escape will be regularly inspected by the Caretaker and Housekeeper to ensure they are kept clear of obstructions and tripping hazards.

9.5 Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the Bursar when notified. Example arrangements are included at Appendix 2 to this guidance.

9.6 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 name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the School Office staff /the Bursar/the Headteacher. It is the responsibility of /the Bursar / the Headteacher to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

9.7 SUMMONING THE FIRE BRIGADE: The alarm system is connected to an automatic

monitoring system which contacts the fire brigade. The School Office is manned between 8.00am and 5.30pm during weekdays in term-time. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is located in the 108 entrance hall. The School Office is not always given advance warning of fire practices when the alarm system is put on test before the bells sounded. One of the Caretakers or members of the Senior Leadership Team is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays.

9.8 Fire drills will be held every term at the School.

9.9 Written records of fire / evacuation drills will be maintained in the fire log book which is kept by the Caretaker.

## 10 Fire Training

10.1 Staff will be informed in relation to:-

- 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
- action to take in the event of a bomb alert.

10.2 Pupils will be informed of exits and escape routes

10.3 Fire Marshals will be trained in:-

- emergency evacuation procedures;
- use of fire extinguishers; emergency procedures; and
- how to spot fire hazards.

10.4 Visitors and contractors:-

- on arrival at the School will receive information 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 open days, concerts members of staff will instruct visitors on the evacuation procedures.

## 11 Fire Prevention

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. To ensure the processes are being implemented the Bursar

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and Caretaker will:-

11.1 Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc);

11.2 Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;

11.3 Maintain awareness through training and refresher training of the preventative steps that need to be taken;

11.4 Consult regularly with the Fire marshals;

11.5 Include fire prevention and evacuation procedures during the induction process with all new starters; and

11.6 Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

## 12 Fire Records

Records are kept of training; inspections; evacuations and maintenance of systems and equipment.

## Legal Requirement & Education Standards

### References:

A: Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools, March 2009 version. ([www.isi.net](http://www.isi.net)).

B. Part II of the Regulatory Reform (Fire Safety Order) 2005, ([www.opsi.gov.uk](http://www.opsi.gov.uk))

D. "Fire Risk Assessment," Ecclesiastical Risk Services Ltd guidance note ([www.ecclesiastical.com](http://www.ecclesiastical.com))

E. "Fire Safety" Chapter O of the Bursars' Guide by Owen David Risk Management Ltd

F. "Fire Safety: Managing School Facilities" DCSF Guidance, ([www.gov.uk/dfes](http://www.gov.uk/dfes))

G. "Fire Safety Risk Assessment for Educational Premises" and "Fire Safety Risk Assessment:

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Sleeping Accommodation," DCLG publications ([www.communities.gov.uk](http://www.communities.gov.uk))

H. Education Funding Agency "Fire risk during school maintenance or building works" (Nov 2016)



## **Appendix I: Emergency Evacuation Notice**

All new staff and pupils,

- If you discover a fire, raise the alarm by pressing the nearest alarm. Leave the building by the nearest exit.
- 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 in Southwood Road/Parkview Road as detailed on the Evacuation Procedure – Exiting the School Premises displayed in each classroom and around the school.
- If you are teaching a class, do not take anything with you, and do not allow the pupils to take anything. Shut doors and windows behind you.
- The Emergency Services will be contacted automatically if the alarm sounds.
- If you have a disabled pupil in your class, you should direct them to the nearest exit.
- Office Staff will bring the pupil, staff and visitor registers and distribute them to teachers.
- Take the register of your class as soon as you reach the assembly point and it is delivered by the Office Staff.
- Report anyone who is missing immediately to the School Office Staff /the Bursar/the Headteacher who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
- Remain at the assembly point with your pupils until the all clear is given.

### **All contractors and visitors are shown the following notice:**

THROUGHOUT YOUR VISIT YOUR PERSONAL SAFETY IS OUR CONCERN – WE THEREFORE REQUEST THAT YOU ABIDE BY THE FOLLOWING:

**HEALTH & SAFETY** – All visitors are subject to the Health & Safety at Work Act 1974, Management of Health & Safety at Work Regulations 1999 and Company Regulations whilst on the premises.

**SMOKING** – Please observe the No Smoking policy.

**FIRE / EMERGENCY** – In the event of an emergency, all visitors must leave the building by the nearest safe exit and report to the pavement outside 112 Southwood Road and await further instructions. Do not re-enter the premises until you are advised it is safe to do so.

**CONTRACTORS** – Must report to the School Office, via the Main Reception, before commencing work.

**ACCIDENTS / INCIDENTS** – All accidents, injuries and near misses must be reported to the School Office.

**CLASSROOMS** – Please do not enter a classroom unless accompanied by a member of staff.

## **Appendix 2: Disabled Staff, Pupils or Visitors**

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

Disabled persons will work / be taught in the ground floor of the Parkview Building or the Early Years building which we believe to be DDA compliant.