

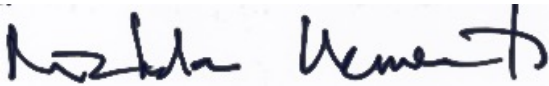


BRONTE SCHOOL



FIRE PROCEDURES & FIRE RISK ASSESSMENT GUIDELINES

	Date	Signed
Date reviewed	Sept 2019	 (Miss Susan Allison, Bursar)
Date reviewed	Sept 2019	 (Mrs Emma Wood, Headmistress)
Ratified by Proprietor	Sept 2019	 (Mr. Nicholas Clements, Proprietor)
Date of next review	SEPT 2021	

1.1 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.

1.2 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.

1.3 Guidance

1.3.1 The School has in place procedures for:-

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

- 1.3.2 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, showing places of high risk and the precautions put in place by the School. Copies of these maps are brought to the attention of all employees and others who may be affected by:-
 - (a) posting a copy of the fire map on notice boards;
 - (b) bringing the fire map to the attention of all employees, contractors and visitors, etc during all training and site induction sessions;
 - (c) providing at least one trained Fire Marshal on every floor of the building. All Fire Marshals are trained to provide "safety assistance" in the event of a fire. Fire Marshals receive regular refresher training every two years provided by Lazarus Training Ltd. A list of Fire Marshals is displayed on each floor: Sarah Sutherland (basement), Rosemary Lippard, Kate Spain (ground floor), Shisho Basra, Mark Dickins, Julie Hilditch, (first floor), Nikki Botley, Anita Ellis (second floor).

1.4 Fire Risk Assessment

1.4.1 All of the School premises are subject to a fire risk assessment. This is conducted by Fire Action Ltd.

1.4.2 The fire risk assessment will be reviewed and /or updated in the event of significant changes to the building or usage.

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

- 1.4.4 Fire hazards will be eliminated, or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
- 1.4.5 The Site Manager carries out daily checks of fire signs, fire exits and escape routes and to ensure that the walkways are kept clear of obstruction and tripping hazards.

1.5 Fire Detection

The School premises has adequate means of fire detection. Emergency lighting of fire exits is tested monthly by the Site Manager and serviced annually by IDH Alarms Ltd.

1.6 Fire Alarm

- 1.6.1 The School premises has adequate means of raising the alarm in the event of fire.
- 1.6.2 The fire alarm system is tested weekly with the date and time recorded. This is managed by the Bursar. The alarm is activated using a different activator point each week, where this is practicable.
- 1.6.3 The fire alarm system is serviced annually by IDH Alarms Ltd.
- 1.6.4 Records of these tests and servicing are maintained in a fire log book held by the Bursar/Site Manager.

1.7 Fire Fighting Equipment

- 1.7.1 The fire risk assessment determines the minimum level of fire fighting equipment which must be present in the School premises.
- 1.7.2 Fire extinguishers are serviced by IDH Alarms Ltd annually and the service date recorded on each extinguisher.
- 1.7.3 Smoke detectors are tested and serviced annually by IDH Alarms Ltd.

1.8 Emergency Lighting

- 1.8.1 Emergency lighting is installed in the school where lighting is continued to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits.
- 1.8.2 Battery operated emergency lighting is tested monthly (charge & illumination) and an annual full discharge test by IDH Alarms Ltd

- 1.8.3 Records of testing and servicing of emergency lights is maintained by the Bursar / Site Manager.

1.9 Emergency Procedures

- 1.9.1 Written emergency procedures are provided for staff in the Staff Handbook.
- 1.9.2 Notices are displayed on each floor of the School premises detailing the action to take in the event of a fire and instructions to the assembly point 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.
- 1.9.3 There are adequate means of escape for all occupants of the school premises. These means of escape are clearly signed with pictograms.
- 1.9.4 The means of escape are regularly inspected by the Fire Officer to ensure they are kept clear of obstructions and tripping hazards.
- 1.9.5 Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. If a disabled pupil/member of staff/visitor were to join/come into school, an assessment of need would be made prior to his/her arrival and risk assessment carried out in relation to safe evacuation in the case of a fire.
- 1.9.6 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 the Bursar/Fire Officer. It is the responsibility of the Fire Officer to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.
- 1.9.7 **SUMMONING THE FIRE BRIGADE:** The School Office is manned between 8.00am and 6pm during weekdays [in term-time and between 10am and 4pm during half terms and holiday apart from the Christmas and Easter closedowns]. The master panel that shows the location of all the alarm call points on the networked alarm system in the school building is located in the entrance lobby. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once. The Site Manager is on duty or on call [24 hours a day, 7 days a week, and 365 days a year, including public holidays]. He has standing instructions to summon the Fire and

Emergency Services if the alarms go off outside the hours that the School Office is staffed, (unless warned of a planned fire practice).

- 1.9.8 Fire drills are held every term at the School. The Fire Officer is Les Butler, Site Manager.
- 1.9.9 Written records of fire /evacuation drills are maintained and kept by the Site Manager.

1.10 Fire Training

- 1.10.1 Staff are trained in fire safety every two years by Educare and records kept.
- 1.10.2 Pupils are informed of exits and escape routes
- 1.10.3 Fire Marshals are trained in:-
 - (a) emergency evacuation procedures;
 - (b) use of fire extinguishers; emergency procedures; and
 - (c) how to spot fire hazards.
- 1.10.4 Visitors and contractors:-
 - (a) on arrival at the School receive a briefing by the office staff to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation. They are given lanyards and badges with written evacuation procedures.

1.11 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 and Site Manager will:-

- 1.11.1 Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials;
- 1.11.2 Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
- 1.11.3 Maintain awareness through training and refresher training of the preventative steps that need to be taken;
- 1.11.4 Consult regularly with the Fire marshals;

- 1.11.5 Include fire prevention and evacuation procedures during the induction process with all new starters; and
- 1.11.6 Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

1.12 Fire Records

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

Appendix 1: Emergency Evacuation Notice

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

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. 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 at the tennis courts.
3. If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The School Office or the Site Manager will summon the Emergency Services if the alarm sounds.
5. If you have a disabled pupil in your class, you should direct him or her, together with his or her carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge.
6. Take the register of your class as soon as you reach the assembly point.
7. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to Fire Officer who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
8. Remain at the assembly point with your pupils until the all clear is given.