



Fire Safety Policy and Procedures

Member of Staff Responsible	Bursar
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Distribution:	All Staff

PART I: FIRE SAFETY

INTRODUCTION

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school and ensuring that staff, pupils and visitors do not add to the fire risk and safely evacuate our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Rokeby School are designed to reduce the risk of fire and help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

The Bursar is responsible for ensuring that the Fire Safety Policy is up to date and adequate, that it is regularly reviewed by the SLT and Governors and that it is promulgated to the entire school community.

ROLE OF THE SCHOOL FIRE SAFETY MANAGER

The Premises Manager is the designated School Fire Safety Manager, who is responsible for ensuring that:

- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept and updated.

EMERGENCY EVACUATION NOTICE

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

1. If you discover a fire, shout “Fire, Fire, Fire” and push the button on the nearest alarm point (colour red) 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 in the Playground at the rear of the school.
 3. If you are teaching a class, do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you if it is safe to do so.
 4. The Premises Office will summon the Emergency Services if the alarm sounds.
 5. Take the register of your class as soon as you reach the assembly point. The register will be given to you by the Headmaster’s PA or Head of Lower School.
 6. Staff not attached to a form should line up in alphabetical order, in the following groups. Admin and Support staff, Teaching Staff, Peripatetic staff. Visitors. Registers are checked by the nominated staff.
 7. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Bursar who will inform the Fire Brigade. *On no account should anyone return to any building until given permission by the Senior Person in charge or the Fire and Emergency Services.*
 8. Remain at the assembly point with your pupils until the all clear is given.
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PART 2: FIRE SAFETY PROCEDURES

BRIEFING NEW STAFF AND PUPILS

All staff (teaching and non-teaching alike) and all pupils are given a briefing on the school’s emergency evacuation procedures on joining the school and preferably on their first day at the school. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed by call points in all corridors, and we make certain 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 - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own or anyone else’s safety. We offer fire awareness INSET training to all staff. No one should attempt to use a fire extinguisher before he or she has been trained in its use unless they need to tackle the fire to safely exit the building.

SUMMONING THE FIRE BRIGADE

If the fire alarm is activated (except for a pre-planned fire drill when the alarm is set to test mode), the fire brigade are immediately called by RedCare who monitor our fire alarm 24x7x365. If during working hours there is a real fire rather than a false alarm, the Premises Manager or the Bursar will call the fire brigade to double-check they are on the way. The master panel that shows the location of all the alarm call points on the

networked alarm system in the school buildings is physically located by the side exit door of the main building.

VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice (on the reverse of the badge) and are shown where the location of the assembly point.

When large numbers of visitors are at the school 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.

NOTICE FOR VISITORS AND EVENTS HELD AFTER SCHOOL

All visitors should be told about emergency procedures in the school.

The back of the visitor's badges lets the wearer know that if the alarms sound or if there is a need to evacuate the building they should take the nearest available exit and gather on the playground at the rear of the building.

At events parents and visitors should be told the following housekeeping points:-

We are not due to have a fire alarm test. If the alarms sound they should make their way to the playground – they should not leave the site.

Where the toilet facilities are.

To turn off mobile phones or put them on silent.

Where refreshments (if any) are to be served.

This information will form part of the requirement on the Events Forms.

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 followed up by a register check, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Bursar or the senior member of the SLT. It is the responsibility of the Bursar or the senior member of the SLT to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

On no account should anyone return to a burning building.

FIRE PRACTICES

We hold one fire practice every term and may occasionally hold an evacuation of the site. This procedure combined with a programme of inducting new staff and pupils with emergency escape procedures, helps to ensure that the school can be safely evacuated in the event of a fire.

FIRE TRAINING

Staff will be given regular training on fire awareness and the evacuation procedures. Certain staff may be given training of the use of fire-fighting equipment and fire marshalling. Records will be kept of training given to staff. Information will be kept in the Premises Managers Office.

FIRE PREVENTION MEASURES

We have the following fire prevention measures in place at Rokeby School:

Escape Routes and Emergency Exits

- Fire notices and evacuation signs are displayed in corridors.
- Fire extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes.
- The master panel for the fire alarm system is located by the side exit of the main school by the ladies toilets and will show the location of a fire. It is fitted with an uninterrupted power supply (UPS). There is an additional panel in the ALC.
- Zones for each alarm are displayed by the panels.
- Alarms sound in all parts of the building. In the following areas they are supplemented by visual alarms (red flashing lights):
 - Elgar
 - The Conference Room (Wicker Room)
 - ALCI
 - Headmaster's Office
- Keeping fire routes and exits clear at all times. The Premises Team are responsible for unlocking the buildings in the morning and checking that escape routes are not obstructed.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Premises Manager, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Annual checks of emergency lights and fire extinguishers (they are also checked monthly by the premises team).
 - Annual servicing of fire detection and warning equipment.
- Records of all tests are kept in the Premises Office
- Displays in corridors, theatre scenery, stage curtains and props and gym "crash" mats are to be fire retardant or treated with fire retardant spray.
- Plans showing the location of fire hydrants, gas and electricity shut off points are kept in the box next to the fire panel for use by the fire brigade.

Electrical Safety

- The School 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 latest requirements of IEE wiring regulations.
- Regular portable appliance testing takes place. This is carried out by a specialist contractor.
- Records of all tests are kept in the Premises Office.
- The Staff responsible for these areas check that all Science and DT equipment is switched off at the end of the school day.
- All curriculum computers, projectors, printers and electronic whiteboards have been set to switch off automatically every evening and during holidays and weekends.

Lightning Protection

- All lightning protection and earthing conforms to BS latest regulations. It is tested annually by a specialist contractor. Records of all tests are kept in the Premises Office.

Gas Safety

- 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 Premises Office.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked by the Science Staff to ensure that the central gas supply is turned off.

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.
- Weapons and ammunition used by the Sports Department (Starter Gun and pellets) are kept in a securely locked cabinet that is located within a permanently locked room.

Rubbish and Combustible Materials

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

PART 3: FIRE RISK ASSESSMENT

This fire risk assessment follows a five-step process. The risk assessment is measured against articles 8-23 from Part 2 of the Regulatory Reform (Fire Safety) Order 2005. We ask questions highlighted within PAS79 (Fire Risk Assessment. Guidance and a recommended methodology), and link the areas into the legal frame work of the Regulatory Reform (Fire Safety) Order 2005.

The five step process is as follows:

- Step 1 - Identify the hazards
- Step 2 - Decide who might be harmed and how
- Step 3 - Evaluate the risks
- Step 4 - Record the findings and actions taken
- Step 5 - Review the assessment

Generic risk assessments are used for classrooms; but individual ones are needed for higher risk areas such as kitchens, laboratories, workshops etc.

Rokeby School updates its fire risk assessment every 2 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Fire procedures are discussed at the termly Health and Safety meeting and the fire risk assessments are discussed with senior managers, its findings and progress of any changes.

Copies of Rokeby School's whole site fire risk assessments are kept in the Premises Manager's Office and any relevant information will be communicated to staff where necessary. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department are aware of any fire risks in their areas ask advice from the Premises Manager with regards to any necessary fire risk assessments and to ensure these assessments are part of their departmental handbook.

Rokeby Sports Grounds (RSG)

The same principles and procedures apply to RSG as to the main school site in George Road.

The Pavilion has smoke detectors and a fire alarm system that is monitored by Guardwell. Guardwell will automatically call the fire brigade if the alarm is activated and will alert the Premises Team.

The assembly point is on the sports pitches in front of the Pavilion but keeping a safe distance of at least 20 metres from the Pavilion.

The senior member of the Sports Department is to account for all boys, staff (including catering and grounds staff) and visitors (both parents and visiting teams).

The senior member of the Sports Department is to advise the fire brigade of any unaccounted for people.