



## **Fire Safety, Procedures and Risk Assessment Policy**

<b>Member of Staff Responsible</b>	<b>Bursar – Maureen Adams</b>
<b>Date of Policy</b>	<b>March 2018</b>
<b>Date for review</b>	<b>March 2020</b>
<b>Approved By Governors</b>	<b>March 2018</b>
<b>Distribution:</b>	<b>All Staff</b>

### 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 through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Rokeby School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

#### ROLE OF THE SCHOOL FIRE SAFETY MANAGER

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

- The fire safety policy is regularly reviewed by Governors and the SLT.
- The fire safety policy is promulgated to the entire school community.
- 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, 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 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.
  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 office 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 Fire and Emergency Services.*
  8. Remain at the assembly point with your pupils until the all clear is given.
- 

## 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 their first day at Rokeby 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, including the basic use of fire extinguishers, to all staff. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

### SUMMONING THE FIRE BRIGADE

The Premises and School Office are manned between 7.30am and 6.00pm during weekdays. The Premises Office is manned in holiday time between 8.00am and 4.00pm apart from the Christmas, Easter and other bank holiday's. 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. The Premises 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.

One of the Premises Staff are on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. They have 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). The Fire Alarm system is monitored by ADT and breaking the call point glass the Fire Service will be alerted. Otherwise by ringing the fire service on 999.

### VISTIORS 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. It is the responsibility of the Bursar 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 including an evacuation of the site, at Rokeby School. 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 training on the use of fire appliances, evacuation procedures, 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

- There are at least two escape routes from every part of all buildings
- Fire notices and evacuation signs are displayed in corridors.
- Fires extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- 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 alarm system is located in by the side rear exit of the main school and shows 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):
  - Sound-proofed music practice rooms
  - The Conference Room (Wicker Room)
  - Kitchen
  - DT
- Keeping fire routes and exits clear at all times. The Premises Assistant or Premises Manager is responsible for unlocking the buildings in the morning, checks 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 and emergency lights and fire extinguishers and checked monthly by the premises team.
  - Six-monthly professional check on fire detection and warning equipment,
  - Quarterly professional service of alarms, smoke detectors, emergency lights, smoke control systems, fire doors and automatic door closures.

- Records of all tests are kept in the Premises Office
- Displays in corridors, theatre scenery, stage curtains and props and gym “crash” mats are 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 Scientific 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 PE 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

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically, it identifies:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow a standard grid procedure for evaluating risk, and we are progressively updating them to follow the format of "Specification 79: 2005. Generic risk assessments are used for classrooms; but individual ones are needed for corridors, stairs, kitchens, laboratories, workshops etc.

Rokeby School updates its fire risk assessment every 3 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