



**MOUNT HOUSE
SCHOOL**

INSPIRING EVERY INDIVIDUAL

SCHOOL POLICIES

FIRE SAFETY

**Including Fire Risk Prevention
and Fire Evacuation**

Review	Date	By
Last Reviewed	September 2024	
Next Review	September 2025	

Contents

Introduction	4
Responsibilities	4
Overall management - Board of Directors	5
Bursar	5
All Staff	5
Fire Wardens	6
Fire Risk Assessment	6
Fire Precautions	6
Electrical Safety	6
Gas Safety.....	6
Hazardous substances.....	6
Smoking.....	7
Means of Escape	7
Fire-fighting Equipment	7
Fire Detection.....	7
Arrangements for action to be taken in the event of fire – Fire Drills.....	7
Maintenance and Testing	7
Training	8
Prevention of Arson	8
Safety of staff or anyone else on the School premises (incl. casual workers).....	8
Fire Evacuation Procedures	8
Fire or Other Emergency Regulations.....	8
Responsible Person	8
Raising the alarm	9
Assembly Point.....	9
Alarm during registration and lessons	9
Alarm during breaks, lunchtime or movement from registration to lessons	9
Return to the buildings	10
Emergency evacuation procedures out of normal school hours and holidays.....	10
Evacuation Management	10
Evacuation Manager	10
Roll Call Management	11
Visitors, Contractors and Special Needs	11

Fire-fighting Arrangements.....	11
First Aid Arrangements	12
Emergency Information Pack.....	12

Introduction

This policy sets out the approach that the School has regarding fire safety, and is based on the following legislation and guidance.

- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety Regulations 1999
- Department of Communities and Local Government “Fire Safety Risk Assessment- Educational Premises.”
- Chemicals Act (COMAH) 2012/2018
- Risk Assessment & Safety 2016

The School’s priority is to minimise risk to life and to ensure that there are adequate fire prevention methods and clear organisational arrangements in place, in case of fire. The School produces fire risk assessments covering the whole School which are formally recorded and regularly reviewed/updated.

The relevant legislation, statutory guidance and the Independent Schools Standards Regulations place duties on the Board of Directors to:

- Develop a fire risk (prevention) policy which includes the elimination, substitution or reduction of risks from dangerous substances;
- Ensure the safety of staff, students and visitors;
- Develop and publish suitable fire procedures, and provide staff with training;
- Carry out regular (termly) fire evacuation drills, with results formally recorded, and contact emergency services when necessary;
- Appoint competent staff members (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including firefighting and evacuation);
- Provide and maintain a suitable system for the maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers;
- Ensure that a fire logbook is provided and maintained; and
- Provide staff and any others working on the school site with up-to-date fire safety information.

Responsibilities

The Board of Directors are responsible for fire safety as outlined in legislation. The Bursar and a Non-executive Director are the designated members for the school. As with all matters relating to health and safety, the Senior Leadership Team (SLT) and Heads of Faculties all have devolved responsibility for the application of the

school's Fire Safety Policy. Specific responsibilities throughout the school for fire safety are outlined below:

Overall management - Board of Directors

- Consider and agree financial resources for any fire precautionary measures outlined in legislation and British Standards.
- Approve this Fire Safety Policy, including the Fire Risk Prevention and Fire Evacuation procedures, and any updates/reviews.
- Ensure a Fire Risk Assessment has been undertaken and is regularly reviewed.

Bursar

- Provides an update to the Directors on a regular basis regarding the fire risk assessment of the school and annually review the fire risk (prevention) policy.
- Ensures that fire prevention and fire precautions are implemented.
- Ensures that all staff receive adequate training and instruction in fire safety and retain training records. All have received certificates of attendance.
- Ensures that the fire risk assessment is reviewed when there are any material changes to the School.
- Arranges for regular fire practice drills to be undertaken and documents the findings of the drill.

All Staff

- Comply with the school's fire safety procedures - this is considered a basic duty by all staff, and an essential obligation for all staff with management responsibility.
- Attend fire training annually.
- Ensure that the means of escape within their classroom / office / workshops are kept clear of any obstructions.
- Report any issue which may affect the fire safety of the building to the Bursar or Site Manager.

Site Manager

- Ensures that regular testing of the emergency lights is undertaken and recorded in a file in their office.
- Ensures that all recommendations arising from fire risk assessments regarding the fabrication of the building are implemented and recorded.
- Organises the maintenance and testing of the fire alarm system and emergency lights by a competent person and maintains the certificates for the installation and maintenance of fire-fighting systems and equipment. A yearly check of the fire-fighting equipment is carried out by Bush Fire Company and records are retained by the Site Manager.

- Report and resolve any faulty fire-fighting or fire detection equipment to the Head/Bursar.

Fire Wardens

The school has appointed a number of Fire Wardens. Mr C Heaney; Mr D Webster; Mrs N Nathwani; Mr M Dato; Ms R MacDonald; Mr S Whitehouse; Ms A Baird; Miss M Gregoriou; Miss S Flemming; Mrs N Hillcoat-Hyde; Mrs K Fallon; Mr S Thorne and Ms S Hassan. Where feasible fire wardens will:

- Check their building/floor during evacuations to ensure everyone has left, and close doors and windows where necessary.
- Turn off lights.
- Assist other staff in evacuating the premises by ensuring that they use the best route available.

Fire Risk Prevention

Fire Risk Assessment

A fire risk assessment is undertaken every two years by appropriate specialist advisors on the school premises, and its findings are noted, prioritised and acted upon appropriately. This risk assessment is reviewed annually and if there are any structural or process changes to the premises.

Fire Precautions

Electrical Safety

- The school's electrical systems are checked regularly.
- All portable electrical equipment is subject to an annual portable appliance test, and a visual inspection of these appliances is carried out at the start of each lesson.
- All records relating to electrical systems and appliance testing are retained by the Site Manager.

Gas Safety

- All boilers are inspected by external contractors.

Hazardous substances

- All flammable substances such as science chemicals, fuel and maintenance products are stored in locked and secure areas.
- All departments with hazardous substances, e.g. Science and Art, must try to eliminate, substitute or reduce the chemicals that they hold within their areas wherever possible.

Smoking

Smoking can be a major source of fires. Smoking on the School's premises and in the grounds is prohibited.

Means of Escape

A copy of the school evacuation procedure is displayed in key locations throughout the School. Diagrams showing fire exit routes are clearly displayed in all corridors and a Fire Action Plan is displayed in all teaching rooms and other key locations throughout the school site.

The School aims to ensure that all staircases and doors opening onto the protected routes are so designed to prevent the spread of fire. This includes the provision of door closures and automatic door guards where necessary.

The School aims to ensure that all fire escape routes are provided with adequate emergency lighting as identified by the fire risk assessment. Signage is regularly checked, and updated in line with current legal requirements. All emergency lighting is tested monthly and records maintained.

Fire-fighting Equipment

The School provides a suitable number of fire extinguishers and fire blankets as determined by the School's fire risk assessment. These should only be used where it is safe to do so. All fire extinguishers are checked by a specialist contractor on an annual basis, and monthly by the Site Manager, and records of these checks are kept.

Fire Detection

The School recognises that early detection of fire enhances the time available for evacuation and reduces the damage caused to buildings. The School is committed to continuing to review and upgrade its fire detection system in relation to recognised standards.

Arrangements for action to be taken in the event of fire – Fire Drills

These fire procedures and action plans are tested regularly (typically termly) in the form of a fire evacuation drill. The drills are organised by the Bursar and Site Manager. Neither staff nor students are warned of an impending practice.

The outcomes of all fire drills are logged and retained by the Site Manager who will also follow up any action as appropriate.

Maintenance and Testing

The school makes arrangements for the fire alarm system to be maintained and tested every three months by a specialist contractor. It is audible in every part of the premises and is never switched off.

Records of maintenance and testing are retained by the Site Manager. In addition, the school undertakes regular weekly testing of call points, and sounders.

Training

Information on fire procedures is provided to all staff. Information is reviewed to ensure that it is suitable and sufficient by means of feedback from fire drills.

All staff are provided with fire awareness training at induction and during employment.

Relevant staff are given training regarding the operation of fire panels and the use of fire extinguishers.

Prevention of Arson

The School takes all reasonable precautions to minimise the likelihood of arson. This includes:

- Supervision of student
- Use of CCTV.
- Security lighting on all entrances; footpaths, building, and the car park.
- Close down procedures for the school site.
- School entrance doors being on key pad.
- Ensuring that internal waste bins are emptied on a daily basis.
- Ensuring the bin compound areas are free from combustible items.
- Maintaining the security gates.

Safety of staff or anyone else on the School premises (incl. casual workers)

All visitors/ contractors, other than parents/guardians collecting students, arriving in the School in term time, are requested to register in reception via the screen. They must then wear their visitor's pass so that it is visible to all. Health and safety information on the pass advises what they must do should the alarm be sounded.

Fire Evacuation Procedures

Fire or Other Emergency Regulations

Are displayed in every classroom and in key locations throughout the School.

Responsible Person

The Responsible Person will direct evacuation procedures in the event of the alarm being raised and ONLY the Responsible Person will decide when it is safe to re-enter the building and inform the site manager to switch off the alarm.

The Head is the Responsible Person for the School. If he/she is absent the Deputy Head assumes the role, if the Deputy Head is absent then likewise a member of SLT.

Raising the alarm

- i. The person discovering the fire or other emergency which requires evacuation of the building should sound the nearest fire alarm.
- ii. On hearing the fire alarm, staff and others will leave the building by the nearest safest exit and proceed to the assembly point.
- iii. The alarm can be recognised as a continuous piercing sound.
- iv. Evacuation procedures must commence for all personnel in the building. Once it has been established that there is a genuine emergency, a member of SLT or the Site Manager will immediately call the Fire Brigade/Police, and wait at the assembly point for the arrival of the emergency services.

Assembly Point

The assembly point for all students and staff is in front of Monken Hadley Primary School.

- i. Staff and students must make their way to the assembly point as quickly as possible. When this is reached students should go to their year group location and should get into form groups in single file and alphabetical order for registration. Support staff should report to an allotted space.
- ii. Throughout the emergency, students must remain SILENT so that the organisation and registration of the school can be conducted quickly.

Alarm during registration and lessons

- i. The teacher in charge of a group will direct students to stand by desks and to remain silent throughout the emergency. Bags and coats must be left in the classroom. The teacher will then escort the group, in single file, to the assembly point.
- ii. On reaching the assembly point students should be directed to their year and form group location.
- iii. Any students out of normal teaching groups when the alarm sounds should go to the assembly point and report to their form tutor. This also applies to sixth-form students on private study.

Alarm during breaks, lunchtime or movement from registration to lessons

- i. Unsupervised students should immediately make their own way quickly and in silence to the assembly point. Do not run; walk quickly and leave the building by the nearest exit.
- ii. Students in social areas will leave escorted by duty staff.
- iii. Students on playing fields or playgrounds may not be immediately aware of the emergency. As soon as they realise, they must inform others around them and proceed to the assembly point. **THEY SHOULD NEVER ATTEMPT TO ENTER THE BUILDING WITH THE ALARM RINGING.**
- iv. Students in the dining hall will leave under the direction of duty staff.

Return to the buildings

- i. No-one may re-enter the buildings until permission has been given by the Head.
- ii. If the emergency has taken place during registration or lessons, students will return to the buildings in year order, and line up outside the classroom from which they came at the time the alarm sounded. This operation will take place regardless of any subsequent bell for lesson change, i.e. students return to classrooms for belongings and will not move on until instructed. This procedure is to avoid congestion and to aid a smooth return to normal activities.

If the emergency has taken place during breaks or lunchtime, students will be returned to the building or released to use playing fields etc., in year order. Again, if the emergency has extended across a break or lunchtime, students should not proceed to classes until a further bell has rung.

Emergency evacuation procedures out of normal school hours and holidays

Definition of out of hours:

Term-time: 16:00 hours until 08:00 hours

Weekends and holiday time: 24 hours

- In the event of an alarm (indicated by a ringing siren), everyone must evacuate the building calmly.
- If it is during an after-hours public event, the person organising the event must ensure that the evacuation procedure is followed and will sweep the premises to ensure all areas have been evacuated.
- Alarms must not be silenced before the cause has been identified.
- The out of hours assembly point is in front of Monken Hadley School.
- After 16:00 hours students should only be in the building if they are taking part in after school activities, under the supervision of a member staff. The members of staff supervising such activities are responsible for ensuring that students leave the building in an orderly manner and proceed to the assembly points listed above.
- The Site Team Member on duty will investigate the reasons for the alarm.
- In the event of a genuine emergency they will contact the emergency services.
- No-one must re-enter the building until informed that it is safe to do so by the emergency services.
- In the event of a false alarm, the Site Manager will inform people at the assembly point that it is safe to re-enter the building.

Evacuation Management

Evacuation Manager

The Responsible Person will assume the duties of this role, which are:

- Overseeing the evacuation and checking that it is in accordance with the predetermined plan.
- Be available to liaise with the Fire and Rescue Service as necessary.
- Coordinate, disseminate and act on information from the assembly point and the Fire and Rescue Service.

Roll Call Management

Teachers will be responsible for ensuring the roll call is undertaken and passing relevant information to the Head.

Kitchen staff will turn off all gas and electrical apparatus that does not automatically shut on operation of the fire alarm.

Designated fire wardens (M Dato; A Baird; R MacDonald; M Gregoriou; C Heaney; D Webster; N Nathwani; S Whitehouse; S Flemming; N Hillcoat-Hyde; K Fallon; S Thorne and S Hassan) will be responsible for General Fire Marshall duties as follows:

- Encouraging everyone in their area to leave the building promptly.
- Closing doors and windows on leaving (if safe to do so).
- Reporting their findings to the Site Manager or Bursar.
- Remain available at the assembly point to assist as necessary.

Visitors, Contractors and Special Needs

Unaccompanied visitors and contractors will be informed what sound the fire alarm makes, the location of the assembly point and shown the emergency exits in the area(s) in which they have access or are working and will be required to attend the assembly point on operation of the fire alarm.

Visitors and contractors who may need assistance during evacuation or require special arrangements to enable them to hear the alarm will be assessed on arrival at the premises and suitable arrangements made to meet their needs. Accompanied visitors/contractors will be escorted to the assembly point by their host.

Fire-fighting Arrangements

Generally, with the exception of reactive fire-fighting to secure means of escape, priority will be given to evacuation. Staff who have been suitably trained may attempt to extinguish a small fire but only if safe to do so.

Staff who regularly come into contact with open flame or heat producing equipment will be provided with additional 'hands-on' training in the use of extinguishers.

When staff use fire extinguishers they must follow the advice below:

They WILL:

- Only tackle small fires
- Ensure they are always located between the fire and the exit
- Be supported by another person if possible
- Leave the building if the first extinguisher has little or no effect on the fire.

They will NOT:

- Enter smoky atmospheres or where it's obviously a rapidly developing fire or the fire is already well established.
- Commence or continue extinguishing a fire if visibility is deteriorating.
- Remain in the building if they feel unwell or the products of combustion are affecting their breathing.
- When using extinguishers to tackle a fire, the underlying principle will always be to ensure personal safety and not to over commit to extinguishing the fire.

First Aid Arrangements

The first aid kit will be taken to the assembly point and a first aider will be available to render assistance should this be necessary. The first aider will be responsible for instigating requests for an ambulance should this be necessary.

Emergency Information Pack

To enable the Fire Brigade Commander to better assess the risks to fire fighters a Fire Service Emergency Pack will be presented to the Fire Brigade on their arrival. This is held in the School Reception. This will include as a minimum the following information:

- The asbestos register (or copy).
- A drawing of the premises indicating:
 - Essential structural features such as the layout of the building, doorways, corridors, stairways etc. (including any fire-resisting structure and self-closing fire doors provided to protect means of escape if known);
 - The location of any highly flammable material and pressurised gases e.g. oxygen, LPG and acetylene or any chemical and biological risks would be stored in the locked, secure cupboard; and
 - The location of main electrical supply switch, the main water shut-off valve and where appropriate, the main gas or oil shut-off valves.
 - The location of the fire alarm indicator panel and any controls for equipment operated by the fire alarm.