



Arbour House

Fire Policy and Procedures

Policy Review Date: **May 2017**

Introduction

Arbour House School endeavours to ensure that risks from fire are identified and that arrangements are in place to control those risks.

This policy enables the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

Guidance and responsibilities

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.

The Proprietors direct that the Headmaster shall ensure that the arrangements in this policy are carried out. The Regional Manager attends the School's monthly health & safety meeting and reports to the Proprietor Board on developments, concerns, incidents and training.

The Executive Headteacher is appointed as School Safety Officer (SSO) to promote an active and effective fire safety culture at the School. He has executive authority within the School in fire safety matters. In practice this means that the SSO can take action to prevent danger when there is an immediate serious risk to life or property.

The SSO or the Headteacher shall liaise with the Fire and Rescue Service and maintain this policy in accordance with their recommendations and all relevant legislation.

Particular duties of the SSO are:

- In the event of a fire during the working day to act as Fire Incident Controller to organise assistance and provide salvage advice to the Fire and Rescue Service.
- To ensure the preparation of a fire safety training syllabus and training programme for all staff, and to see that it is delivered.
- To keep staff records for all fire training.
- To enable the School Health & Safety Committee to act as a forum for consultation on fire safety matters and to disseminate fire information.
- To nominate persons to take fire safety responsibilities (Fire Wardens and Assistant Fire Wardens) for each building and to ensure that they have the necessary resources and information on fire safety matters to enable them to fulfil their duties.
- To ensure that appropriate fire safety arrangements are in place during special events and during the hire of School facilities.
- To liaise with the School's insurers and ensure that their recommendations are responded to.
- To keep staff informed by regular briefing of developments, concerns, training and incidents in fire safety arrangements.

The School Safety Officer in achieving their responsibilities and in particular that:

- Building work complies with the fire safety requirements of the Building Regulations.
- There are up to date schematic drawings of all premises showing fire safety arrangements to satisfy the needs of the Fire and Rescue Service.
- There are adequate means of detection, alarm, escape, firefighting (including water for the Fire and Rescue Service), access for the Fire and Rescue Service, emergency lighting and signs on all School premises.
- There are completed fire risk assessments for all School properties.
- Appropriate fire training is provided for all staff and onsite contractors.
- All fire records are maintained.
- Monitor all fire test records to ensure they are completed correctly and on time.
- Liaise with Emergency Services on behalf of SSO.

Fire Risk Assessment

All of the School premises are subject to a fire risk assessment conducted by the Health & Safety Advisor. The Health & Safety Advisor liaises closely with Heads of Department.

The fire risk assessment are reviewed and / or updated every year or in the event of significant changes to the buildings or their usage.

A copy of the fire risk assessment reports are available on site (from the Health & Safety Advisor) and employees' attention brought to any hazards found in the assessment.

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

Regular inspections will be made by staff, including the Fire Wardens, Caretaker and Senior Leadership Team to ensure that:

- Fire Extinguishers are in place and not tampered with;
- Fire Escape routes are kept clear and free of flammable material;
- Fire Doors are all fully self-closing or locked shut;
- Fire Escape Stairs are kept free of slipping or tripping hazards;
- Security against arson is maintained;
- Any evidence of smoking is reported to the SSO or Headteacher.

Fire Detection

Arbour House School has adequate means of fire detection. The detection equipment is maintained and regularly checked by competent persons.

Fire Alarm

Arbour House School has an adequate means of raising the alarm in the event of fire.

The fire alarm system is tested as part of the fire drill procedure.

The fire alarm system is serviced annually by a competent contractor (e.g. ISO 9001 / BAFF).

Records of these tests and servicing are maintained in a fire log book held in the main office.

Fire Fighting Equipment

The fire risk assessments will determine the minimum level of firefighting equipment which must be present in the School premises. Fire Extinguishers are serviced by a competent contractor annually and the service date recorded on each extinguisher.

Emergency lighting Systems

Emergency lighting is installed in the School where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits.

Battery operated emergency lighting will be tested monthly, quarterly or annually depending on the risk assessment for that building (charge & illumination) and an annual full discharge test by a competent contractor.

Records of testing and servicing of emergency lights are maintained by the Executive Headteacher.

Emergency Procedures

Written emergency procedures are provided to all staff in the staff handbook. These written instructions include procedures in the event of a fire.

Notices are displayed in each building of the School premises detailing the action to take in the event of a fire, and highlighting the fire evacuation point. An example notice for teaching staff is included at Appendix 1 to this guidance.

There are adequate means of escape for all occupants of the School premises.

The means of escape are regularly inspected by the Fire Wardens to ensure they are kept clear of obstructions and tripping hazards.

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 Headteacher / Executive Headteacher when notified. Example arrangements are included at Appendix 2 to this guidance.

Teaching staff are responsible for escorting their pupils safely out of the building in a calm and 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 Headteacher. It is the responsibility of the Headteacher to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

SUMMONING THE FIRE AND RESCUE SERVICE: The Main School Office is manned between 8.00am and 6.00pm during weekdays in term-time.

Fire alarm panels are located in the main reception area. 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 Headteacher conducts fire drills every term at the School.

Fire Training

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.

Pupils will be informed of exits and escape routes

Fire Wardens will be trained in:-

- emergency evacuation procedures;
- use of fire extinguishers;
- when the use of a fire extinguisher is appropriate;
- emergency procedures; and
- how to spot fire hazards.

All visitors to the School must report to the main office. They are provided with a visitor's badge, which includes details of what to do in the event of a fire. Visitors to the site are generally accompanied at all times. On occasions when maintenance or construction staff are working unaccompanied, they are given a brief for their area of work on fire safety.

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 Executive Headteacher, Headteacher and Regional Manager will:-

- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc.);
- Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
- Maintain awareness through training and refresher training of the preventative steps that need to be taken;
- Consult regularly with the Fire Wardens and Assistant Fire Wardens;
- Include fire prevention and evacuation procedures during the induction process with all new starters; and

- Pay close attention to the activities of contractors as appropriate.

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).
- B. Part II of the Regulatory Reform (Fire Safety Order) 2005, (www.opsi.gov.uk)
- C. Citation Fire Safety

Appendix 1



Arbour House Fire Procedures

On seeing a fire operate the nearest alarm call point.

On hearing the fire alarm all staff and children should exit the building from the nearest fire exit.

Staff should support children in leaving by the nearest exit and follow individual Personal Emergency Evacuation Plans (PEEP).

Staff and children should congregate at the fire assembly point:-

- **across the road opposite Arbour House or**
- **as specified in individual pupil PEEPs.**

No one should re-enter the building until Fire Warden or Fire Officer says it is safe to do so.

Fire Wardens:

- Sue Hoxey
- Tegan Powell