

<b>12a Fire Risk Prevention Policy</b>		<b>Implementation Date</b>	Sep 2019	
<b>Author</b>	Deputy Head	<b>Reviewer</b>	Head	

## INTRODUCTION

This Fire Risk Prevention Policy, alongside the listed supporting documents, are designed to ensure we have made suitable and sufficient assessment of the risks to which staff, pupils and all visitors to the site are exposed within Thetford Grammar School, and measures put in place to eliminate, substitute or reduce these risks.

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, in 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, and risk prevention policy, procedures and risk assessments at Thetford Grammar School (TGS) are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings. This procedure is based upon

- British Standard: BS9999
- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work Act 1974
- Management of Health and Safety Regulations 1999
- Department of Communities and Local Government “Fire Safety Risk Assessment - Educational Premises – GOV.UK”

TGS takes such fire precautions as will ensure as far as reasonably practicable the safety of pupils, staff or anyone else on the premises.

The Independent Schools Standards Regulations, and the above legislation and guidance, require a fire risk assessment (formally recorded and reviewed so as to keep it up to date) and place on the proprietor and the governing body additional duties to:

- produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances
- develop and implement fire procedures and provide staff training (repeated periodically where appropriate)
- ensure the safety of staff or anyone else legally on the school premises
- carry out fire drills and contact emergency services when necessary;
- appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including firefighting and evacuation);
- have a suitable system for the provision and maintenance of: clear emergency routes and exits (with doors normally opening in the direction of escape), signs, notices,

emergency lighting where required, fire detectors, alarms and extinguishers; the maintenance should be by a 'competent person' (for example, ISO9001 certified or BAFE approved);

- provide staff and any others working on the school site with fire safety information

## **FIRE RISK ASSESSMENT AND REVIEW**

Mr Michael Davis, Site Compliance Officer, is the Responsible Person (RP) for fire risk assessment and prevention at Thetford Grammar School.

Mr Davis, assisted by Mr Daniel Ford, Site Manager and suitably trained and experienced colleagues, ensures that:

- Risk assessments of the site and its individual buildings are kept up-to-date and reflect current usage;
- Fire prevention measures are meticulously followed
- The Fire Risk Assessment policy and Fire Procedure Policy is kept under regularly review by the head and governors
- Risk assessment and prevention measures are implemented;
- The site and its individual buildings are inspected regularly, and maintained and operated in a manner consistent with fire risk assessment and prevention measures e.g. that fire exits are clearly signed and that fire escape routes are kept free from obstruction;
- Fire detection and fire-fighting equipment is maintained to the required standards;
- Fire drills are held as often as necessary but at least termly throughout the school year, including in the boarding house during boarding hours, and that those drills are logged with any necessary action points addressed;
- Training is given as appropriate to staff, pupils and visitors to the school site and records are held;
- Certificates are held for installation and records of maintenance of alarms, detectors, emergency lighting and fire-fighting systems and equipment.

Ready for the beginning of the school year, the RP reviews the site and building fire risk assessment and prevention plans for the site and its buildings to ensure they reflect up-to-date use and that all necessary measures are in place. This is then approved by the Head and Deputy Head.

At least termly, but as required, these plans are reviewed by the RP, Head and Deputy to ensure they remain up-to-date. Annually, before the end of the school year, the RP submits a report on fire risk assessment and prevention to the Proprietorial and Governing Body (P&GB). Action points raised by the P&GB will be enacted as soon as possible according to priority of risk but should be completed prior to the beginning of the following academic year at the latest (where not an immediate requirement).

Individual Building Fire Risk Assessments:

Boarding House  
Catering  
Cloisters.  
Drama Studio  
DT Workshop  
F18/DT Room  
Fulmerston Hall/Corridor and Sports Changing  
Goldcrest  
Junior House  
L Block  
Losinga  
Music Room  
Old School  
School House  
Science Block  
Williamson Hall

## **FIRE WARDENS**

We have a team of trained fire wardens with fire safety responsibilities. All Fire Wardens are “competent persons” who have been trained to provide “safety assistance’ in the event of a fire. Fire Wardens receive regular refresher training.

## **FIRE PROCEDURES AND ARRANGEMENTS**

Thetford Grammar School is a 3-19, day and boarding school. The main school site is located at 1 Bridge Street, Thetford, IP24 3AF; our boarding house is located at 4 Raymond Street, Thetford, IP24 2EA.

The school’s fire procedures and arrangements ensure the safety of pupils, staff and visitors to all sections of the site, taking account of factors such as:

- The age and ability of EYFS and Prep pupils;
- The level of fluency of EAL pupils;
- Mobility issues that any pupils, staff or visitors may have;
- The hazards posed within a residential boarding setting and the additional risk to sleeping occupants.

School buildings have automatic fire detection and alarm systems and in the event of a fire alarm activation a continuous fire alarm bell will sound signalling a fire evacuation. The fire alarm will be sounded by a bell or other type of alarm and you should be prepared to act when the fire alarm sounds

**Fire Procedures in the whole school and boarding house are detailed in the procedure 12b: Fire Procedures**

### **FIRE INSTRUCTION NOTICES**

Throughout the School Buildings there are fire plans detailing routes to take. All staff are expected to take reasonable care of their own safety and familiarise themselves with these emergency arrangements. If you are unsure you should talk to the RP.

### **VISITORS**

All Visitors are required to sign in at school reception where they receive information regarding what to do in the event of a fire. This is also available in written form on reception.

Staff receiving visitors are responsible for the safety of their guests.

In the event of a large number of visitors arriving for a function on site, the host is responsible for ensuring that they are notified of the fire evacuation procedures. This is best achieved through an announcement giving basic instructions at the start of the event.

### **LETTING OR HIRING OF THE SCHOOL BUILDINGS**

Fire safety procedures for letting or hiring of the school facilities must be communicated to the hire company and are included in the general arrangements of the booking.

### **SAFETY OF PEOPLE WITH DISABILITIES AND ADDITIONAL NEEDS**

Additional support or equipment will be required to ensure staff and pupils with disabilities are aware of the fire alarm and are able to evacuate safely.

Staff and pupils with hearing or sight impairment will be provided with support if required and to have a buddy to advise them of the fire alarm and assist with their safe evacuation.

People with mobility impairments or other disabilities will be provided with assistance or other forms of support and equipment if required to help them evacuate a building safely. The school will, if needed, consider designating a safe refuge inside a building and a plan of assistance and support to evacuate a disabled person.

The school is responsible for providing a plan and equipment to support staff with disabilities and additional needs. Managers are responsible for ensuring that staff and pupils with disabilities are consulted and a "Personal Emergency Evacuation Plan" (PEEP) is put in place. The Fire DP and Site manager will help determine the arrangements for the PEEP, with support from the School Nurse if required. The arrangements must not be dependent on the fire brigade.

## **FIRE EXITS**

Fire escape routes and exits are marked by appropriate signs and should be used when the fire bell sounds. Fire exits and escape routes must be kept free of obstruction. Staff must familiarise themselves with their nearest exit.

## **FIRE EXTINGUISHERS**

Termly

All equipment is checked by Fire Wardens and the Site Manager to ensure:

- Portable firefighting equipment is correctly located, unobstructed and wall hooks where fitted are secure.
- The safety pin is in place and has not been tampered with
- The nozzle is clear of any obstructions
- If equipment is pressurised that the pressure is satisfactory
- When signage is required that this has not been removed or damaged (required when equipment is not obviously visible).
- Where signage is provided to ensure it is the correct sign for that type of equipment

Any failings must be reported to the Maintenance Team promptly

Annually

- Extinguishers must be serviced by a competent approved contractor in accordance with the current British Standard.

## **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 requirements of BS7671 IEE wiring regulations.
- Regular portable appliance (PAT) testing takes place by an external company. Records of all tests are kept in the Maintenance Department Office.
- The Technicians check that all Scientific and DT equipment is switched off at the end of the school day.
- All computers, projectors, printers and electronic whiteboards have been set to switch off automatically every evening and during holidays and weekends
- The Catering Managers check that all kitchen equipment is switched off at the end of the day.

## **LIGHTING PROTECTION**

- All lighting protection and earthing is tested annually by a specialist contractor. Records of all tests are kept in the Maintenance Department. New systems conform to BS 6651.

## **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 Maintenance Department Offices.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily 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.

## **RUBBISH AND COMBUSTIBLE MATERIALS**

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

## **NO SMOKING**

- Smoking is not permitted in School buildings and on site

## **WASTE DISPOSAL**

- Waste must be disposed of correctly in waste bins and the receptacles provided and not allowed to accumulate on the floor where it may become a fire hazard. Fire retardant bins are provided for the disposal of flammable waste and no other type of waste should be stored in these bins.

## **FIRE ALARM TESTING**

Testing all fire alarms weekly (and recording all tests and defects). The designated responsible person will ensure that the fire alarm system in the building(s) under their care are tested weekly and that all alarm points in that building are used in rotation for the purposes of these tests. Fire Alarm testing should be conducted at a regular time to avoid unnecessary evacuation.

The RP will arrange for an ISO9001 certified/BAFE approved contractor to carry out:

- Quarterly professional check on fire detection and warning equipment,
- An annual service of alarms, smoke detectors, emergency lights and fire extinguishers.
- Records of all tests are kept in the Maintenance department

## **FIRE SAFETY TRAINING**

- All new employees and pupils will be expected to attend induction training and be walked and talked through the fire safety procedures.
- Fire drills must be conducted each term for every building and all staff and pupils present are expected to take part.
- Fire drills will take place at different times of day including (at least once per term) during 'boarding time'.
- Fire drills are a chance to practice emergency evacuation and test our systems, procedures and training.
- Fire drills may include different scenarios (such as blocked exits) in order to test the resilience of procedures.

## **DOCUMENTS SUPPORTING THIS PROCEDURE**

- **Fire Risk Assessments**

The Schools Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the RPO) Specifically it identifies:

- ❖ The hazard
  - ❖ The people at risk
  - ❖ The measure 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 procedure for evaluating risk
  - ❖ Fire Risk Assessments are carried out on behalf of the school by competent contractors and reviewed on an annual basis (taking into account any changes that occur in the school) by the appointed persons for the school, and recommendations acted upon
- **Records of Fire Drills including boarding**
  - **Records of Training**
  - **Records of Site Inspections**
  - **Certificates for installation and records of maintenance of alarms, detectors, emergency lighting and fire-fighting systems and equipment.**
  - **12b Fire Procedures**
  - **Works commissioned**

### **Review Processes**

This policy is reviewed annually by the proprietor and governing body

There is a Governor with particular responsibility for Health and Safety who oversees this policy.

The Site Manager is responsible for the implementation of the policy.

The policy and associated systems and processes are monitored and regularly reviewed by SLT and in the Health and Safety Committee (which meets at least half-termly).

Date	Summary of Changers	Author	Reviewer
Sep 2019	New Policy	Amanda Faye	Michael Brewer