

Fire Safety and Procedures Policy

This policy is applicable to all pupils, including those in EYFS.

Changes to the policy since last version

PART 1: 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 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, procedures and risk assessments at St Hugh's School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

This policy is applicable to all pupils, including those in the EYFS.

ROLE OF THE SCHOOL FIRE SAFETY OFFICER AND BURSAR

The **Deputy Head Operations** is the designated School Fire Safety Officer, who is responsible for ensuring that;

- The fire safety policy is kept under regular review by Bursar, SLT and Governors.
- 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 prevention measures are meticulously followed.
- Records of fire procedures and arrangements, training records, fire practice drills and certificates for the installation and maintenance of fire-fighting systems and equipment are kept in the Fire Folder in his office.

The Estates Manager is responsible to the Fire Safety Officer for;

- Correcting any material defects that affect fire safety.
- Resourcing any requirement changes, as required
- Fire risk assessments are regularly reviewed and updated.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

EMERGENCY EVACUATION NOTICE

All Staff and pupils (particularly those new to the school), 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, ensure your pupils leave quietly with you. No one should talk or run.
3. Make your way to the assembly point which is either
 - a. **Pre-Prep Car Park** for Nursery, Pre-Prep and Middle School - if the alarm is sounded at drop-off or pick-up time, please use the grass area adjacent to the carpark.
 - b. **Upper Tennis Courts** for Upper School pupils/staff.
4. Pupils and staff are to remain appropriately socially distant from other groups when walking to the assembly points and the children must remain apart when they line up in their form groups.
5. Do not take anything with you, and do not allow the pupils to take anything. Shut doors and windows behind you.
6. If the alarm sounds the emergency services will be summoned on the authority of the School Fire Safety Officer, HM or the most senior person present.
7. If you have a pupil that has impaired mobility (through injury) or is disabled in your class, they should be provided with a Personal Emergency Evacuation Plan (PEEP). The plan must be tailored to their individual needs and is likely to give detailed information on their movements during an escape.
8. Collect the register of your class in Upper School from the School receptionist as soon as you reach the assembly point. Nursery, Pre-Prep and Middle School Teachers will collect their registers to use in order to check the pupils are all present from the Head of Pre-Prep. Head of Pre-Prep will contact Fire Officer by two-way radio to state all present/check any absences.
9. Visitors to the School should report to the Receptionist on arrival at the assembly point so that she can account for you against the visitors' register.
10. Fire Marshals are to report to the School Fire Safety Officer that their area of responsibility has been checked and is clear of people.
11. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the School Fire Safety Officer, HM or the most senior person present who will inform the Fire and Rescue Service. ***On no account should anyone return to any building until given permission by the Fire and Emergency Services.***
12. Everyone is to remain at the assembly point until the all clear is given.

Swimming Pool procedure:

Outbreak of Fire or sounding of the alarm to evacuate the building

On hearing the Fire alarm:

- Evacuate the pool, sit on the steps, wrapped in their towel.
- One member of staff to check fire panel for location of fire.
- Register to be taken poolside. (Class registers laminated. PE swimming register on O365/ Activity Register on School Sports)
- Call one of the following to confirm the register:
 - Middle School & Upper School 01367 870 700
 - Deputy Head Pastoral 07786363654
 - Bursar 07825442915
- If no answer send a member of staff with the register to Fire Muster point (Top Tennis Courts).
- Await further instructions from Deputy Head or Bursar
- If evacuation is necessary, children must put on their shoes, evacuate and assemble at the Fire Muster point following the designated fire exit routes.
- Further Information
 - Pool gate combination 0925
 - All children must ensure they have shoes and towels whenever they are poolside. Silver blankets may be provided if necessary.
 - One member of staff must have a mobile phone/radio with them at all time when poolside.

If false alarm:

- Duty staff will reset the activation point.
- Duty staff will silence the fire alarm and reset the alarm.
- Duty staff will allow access back into building, put on hi vis jacket and go to the assembly point and inform them that access to the building is permitted.
- Duty staff will apologise for the inconvenience

If fire identified:

- Person discovering the fire calls 999 (St Hughs School – SN7 8PT)
- Staff will evacuate swimmers from building.
- The emergency exits of the pool will be manned by a member of staff during a full evacuation. One door needs to be pushed open, the other unlocked at the top and opened to allow a greater escape route.
- Staff to make an announcement: “The fire alarm has been activated and everyone must evacuate the building via the nearest and safest route”.
- Staff evacuate students and carry out registration at assembly point.
- Do not let anyone else enter the building.
- Any other users (not pupils) should be directed to the nearest available exit, away from any obvious sources of fire or other obstructions.
- On hearing evacuation instructions, spectators on poolside should be marshalled through the exit doors and proceed to the outdoor fire assembly point.
- Staff to Inform fire services if areas have not been checked or if people are still in the building.
- Staff to fill out Incident Report form.

PART 2: FIRE SAFETY PROCEDURES

BRIEFING NEW STAFF AND PUPILS

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at St Hugh's 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 on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm.

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.

SUMMONING THE FIRE BRIGADE

The school fire alarm has an automatic call centre notification. If the fire alarm is triggered, the notification centre will confirm with one of the following personnel before notifying the brigade. If the below cannot be contacted, the notification centre will call the brigade.

- House Parent
- Resident Boarding Tutor
- Estate Manager
- Bursar

The School Office is manned between 8.00am and 5.30pm during weekdays throughout the in term-time and between 9.15am and 4.30pm during half terms and holiday apart from the Christmas and Easter closedowns. All panels are linked and will indicate from which building the alarm has been raised. In each building there is a master panel that identifies the location of all alarm call points and these panels are located as follows:

- Carswell Manor – on the left-hand side of the front door porch.
- Upper School Building – at the bottom of the stairs leading to the staff room from the pupils' ground floor washrooms.
- Sports Hall – on the wall to the left through the front double doors.
- Middle School – inside the front door on the left.
- Pre-Prep – inside the front door on the left.
- Cannon Building – inside the front door on the left.

The School Office is always given advance warning of fire practices.

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 (see above) and are shown the way to 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.

DISABLED STAFF, PUPILS OR VISITORS

We have a special one to one induction on fire safety for disabled members of staff, visitors, disabled pupils and their carers. This induction will include a Personal Emergency Evacuation Plan (PEEP). The plan must be tailored to their individual needs and is likely to give detailed information on their movements during an escape.

RESPONSIBILITIES & TRAINING OF TEACHING STAFF

All teaching staff have training in fire safety and the Head of INSET training keeps records of this, which happens every two years. All new staff have a briefing from the Deputy Head if they join the school after a training session has taken place.

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, and for ensuring that the names of those who cannot be accounted for and, if possible, their likely location is passed immediately to the School Fire Safety Officer, Headmaster or senior person present. It is the responsibility of that person to ensure that this information is passed to the Fire and Emergency Service on its arrival.

On no account should anyone return to a burning building.

FIRE PRACTICES

We hold at least 2 fire practices every term at St Hugh's School; one during the day when the whole School is present and one at night when only boarders and resident staff are present. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of Fire Marshals in every building helps to ensure that the School can be safely evacuated in the event of a fire.

FIRE PREVENTION MEASURES

We have the following fire prevention measures in place at St Hugh's 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 every room (see Annex A), corridor and stairwell.
- Fires extinguishers (of the appropriate type), smoke detectors, and manual alarm points are located in every building in accordance with the recommendations of our professional advisors. The alarm is activated either automatically by one of the smoke detectors or manually using the break glass alarm points.

- All stairs, passages and emergency exits are illuminated by emergency lighting
- Automatic door closures that are activated by the fire alarms are fitted on a number of doors in or leading onto escape routes.
- Alarms sound in all parts of each building and an alarm activate in one building will activate the alarms in all buildings. The whole alarm system can only be silenced from the building that initiated the alarm.
- Fire routes and exits are to be kept clear of all obstructions at all times. The Estate Manager is responsible for unlocking the buildings in the morning, when he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed, and for reporting defects.
- The Estates team undertake regular checks of fire doors, automatic door closures and emergency lights.
- All fire alarms are tested weekly and all tests and defects are recorded. This is the responsibility of the Bursar, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Six monthly professional check on fire detection and warning equipment,
 - An annual service of alarms, smoke detectors, emergency lights, and fire extinguishers and hoses.
- Records of all tests are kept in the Fire Folder in the School Fire Safety Officer's office.
- Displays in corridors, theatre scenery, stage curtains and props and gym "crash" mats are treated with fire retardant spray if necessary.
- Plans showing the location of gas and electricity shut off points are held by the master panel in Carswell Manor.

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 testing takes place.
- Records of all tests are kept in the Bursary.
- The appropriate teachers are to check that all Scientific and DT equipment is switched off at the end of each period.
- All computers, projectors, printers and electronic whiteboards have been set to switch off automatically every evening and during holidays and weekends.

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 Bursar's office.
- 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

- Proper caution is taken to eliminate the risks posed by dangerous substances as well as flammable materials
- Flammable materials are stored away from buildings in the secured rubbish compound
- Dangerous substances are kept in locked cupboards, inaccessible to the children
- 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

St Hugh's School has a professional fire risk assessment which is updated bi-annually, or more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of St Hugh's School's fire risk assessments are on Office 365 in the Health and Safety Review section for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

Reviewed: April 2021

Review date: September 2021 (Fire Officer /Estates Manager /Bursar)



St Hugh's School

FIRE SAFETY EMERGENCY ACTION PLAN

In the event of fire, explosion or any other event that may cause injury the following evacuation procedure is to be put into practice. The safety of pupils, staff and visitors is paramount in emergency situations. Raise the alarm and tackle the fire if the safety of others and yourself is not compromised.

- An alarm will sound constantly until the buildings are clear and all staff, pupils and visitors are accounted for.
- **Nursery, Pre-Prep and Middle School - when the fire alarm sounds you must evacuate to the Pre-Prep Car Park.**
- **Upper School - when the fire alarm sounds you must evacuate to the Upper Tennis Courts.**
- At the assembly point a pupil roll call will be taken by form teachers. Fire Marshals will report to the Fire Officer that their zones are clear. Staff / visitors will be checked against the staff list / visitor's book by the Upper School senior member of staff.
- If a pupil / member of staff / visitor cannot be accounted for the senior member of staff on duty will organise a sweep of the school.
- The FIRE SERVICE is to be summoned at the discretion of the senior person present.
- The Headmaster and Fire Officer will proceed to the Upper Tennis Courts and establish the evacuation status.
- The Bursar and Estate Manager will attempt to validate the emergency alarm.
- The Fire Service will be met by the Fire Officer and will be briefed on:
 - Location / buildings floor plan of school:
 - Fire Protection Control Panels
 - Mains water intake
 - Electricity Supply
 - Gas Supply
- When it is safe to do so pupils / staff / visitors will be given the all clear to re-enter buildings by the senior member of staff present.

September 2020