

ABBOTSHOLME

AN EDUCATION FOR LIFE

Fire Policy

Scope

This guidance is applicable to all premises under the control of Abbotsholme School and details the approach to the control of risk from fire.

Objectives

To ensure that risks of fire are identified and that measures are in place to control those risks. To enable Abbotsholme School to comply with its duties under The Regulatory Reform (Fire Safety) Order 2005 covers general fire safety in England and Wales and other education specific guidance.

Guidance

The School has in place procedures for:

- Carrying out fire risk assessments.
- Preventing fires.
- Evacuation in the event of a fire.
- Maintaining and checking all fire detection, fire alarms and fighting equipment.

The Bursar has responsibility for maintaining and ensuring the local implementation of the School fire procedures; for making and maintaining plans of the School premises, showing places of high risk and the precautions put in place by the School.

- Ensuring the procedures in 3.1 are carried out.
- Posting a copy of the evacuation procedures on notice boards.
- Posting a copy of the fire map on notice boards.
- Bringing the fire map to the attention of all employees, contractors and visitors, etc. during all training and site induction sessions;

Fire Risk Assessment

All of the School premises will be subject to an annual fire risk assessment.

This is carried out by Fire Assessment Services (UK) Ltd, SSAIB Registered Provider: WMID221, Bafe registration number 102506.

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enquiries@abbotsholme.co.uk www.abbotsholme.co.uk

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The fire risk assessment will be reviewed every year or in the event of significant changes to the buildings or their usage.

A copy of the fire risk assessment report will be available on site (from the Bursar) and employees' attention brought to any hazards found in the assessment.

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

Regular assessments will be made by all staff, including the Maintenance Manager / Maintenance Team to ensure that the walkways are kept clear of obstruction and tripping hazards.

Fire Detection

Each of the School premises must have adequate means of fire detection. The detection equipment will be maintained and regularly checked by the Woodward group.

Fire Alarm

Each of the School premises has an adequate means of raising the alarm in the event of fire.

The fire alarm system in each location is to be tested weekly with the date and time made recorded and any faults recorded and rectified. This will be managed by the Maintenance Manager.

The fire alarm system will be serviced six monthly by a competent contractor (Woodward Group) who are ISO 9001 & BAFe registered.

Records of these tests and servicing are maintained in a fire log book held by the Maintenance Department.

Fire Fighting Equipment

The fire risk assessment will determine the minimum level of firefighting equipment which must be present in the School premises.

Fire extinguishers and fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each.

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Fire extinguishers

Fire Extinguishers should only be used to secure safe exit out of a building for people. In attempting to put out a fire it is essential that the correct type of fire extinguisher is used. Use of the wrong type of extinguisher can increase the fire hazard and be a danger to the extinguisher user.

The chart below shows which extinguisher is to be used on different types of fire.



Speed in action is the most important single factor in fighting all fires. Extinguishers are no substitute for the Fire Brigade but nearly all large fires start as small ones. Provided they are discovered early, fires that may otherwise become serious can usually be quenched by prompt and intelligent use of a handheld fire extinguisher.

Never re-enter a burning building, and only attempt to extinguish a fire if you feel confident to do so.

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Emergency Lighting

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

Battery operated emergency lighting (charge & illumination) will be tested monthly in line with BS 5266-1 and a full discharge test by a competent contractor annually.

Records of testing and servicing of emergency lights will be maintained by the Maintenance Department.

Fire precautions

Fire/Smoke control doors must be kept closed at all times to maintain fire separation in the School and to prevent the spread of fire and/or toxic smoke in the event of a fire. Corridors, doorways and escape routes must be kept clear at all times so that they are available for evacuation purposes in the event of an emergency.

All fire-fighting equipment must be kept free from obstruction and be readily available for use in an emergency. Portable fire-fighting equipment must not be removed or repositioned without authority from the Bursar, or if you are operating at a third party premises, a senior manager within those premises.

Any obvious or suspected damage to, or misuse of, a fire alarm or firefighting equipment, must be reported immediately to the Maintenance Manager or Bursar.

Evacuation Procedures

Written evacuation procedures will be provided. These written instructions will include information and procedures needed in the event of a fire as well as other emergencies as required.

These Instructions will be displayed in each building of the school premises and in some cases each room detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in the event of an emergency.

There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed. The means of escape will be regularly inspected by the Maintenance team 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 Bursar when notified.

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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 against the form lists 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 Communications officer / Incident Commander. It is the responsibility of the Communications officer / Incident Commander to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

Written records of fire / evacuation drills will be maintained in the fire logbook which is kept up to date by the Maintenance Department.

Fire drills will be held every term at the school. Night-time evacuation drills of the boarding house are also practiced every term.

Fire Training

Staff will be informed in relation to what action to take if they discover a fire, including how to activate the fire alarm as well as action to take on hearing the alarm, including location and use of exits and escape routes; and

Pupils will be informed of exits and escape routes.

Visitors and contractors will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.

For events with large numbers of attendees, such as open days, concerts an announcement will be made at the beginning of the event regarding evacuation arrangements.

Fire Prevention

Fire prevention is everyone's responsibility, and all members of staff are expected to follow established safety procedures within their place of work, so that the safe use of electrical and gas appliances, the safe use, storage and disposal of hazardous and/or combustible materials are observed at all times.

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 staff must:

Always comply with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc).

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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.
- Include fire prevention and evacuation procedures during the induction process with all new starters.
- Pay close attention to the activities of contractors as appropriate.
- Ensure all visitors are made aware of fire procedures when they arrive on site.
- Ensure contractors are made aware of fire procedures when they arrive on site.

Fire Records

Records are kept of training; inspections; evacuations and maintenance of systems and equipment. Detailed Fire Risk assessments of each building are also kept.

Calling the Fire Brigade

999 or **112** must be called by anyone who discovers a fire or needs help in any emergency.

Any breaches of these procedures in relation to fire safety will be considered serious and may be dealt with by the use of School disciplinary procedures.

Legal Requirement & Education Standards

References:

A: Guidance from The Independent School Standards Guidance for independent schools April 2019 Part 3: The Regulatory Requirements of Independent Schools, January 2019 version.

([Independent School Standards- Guidance 070519.pdf](#)).

B. Part II of the Regulatory Reform (Fire Safety Order) 2005,

(<https://www.legislation.gov.uk/uksi/2005/1541/contents>)

C. Guidance Fire Safety (England) Regulations 2022, (<https://www.gov.uk/government/publications/fire-safety-england-regulations-2022>)

D. Fire Safety, (www.hse.gov.uk/toolbox/fire)

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EVACUATION PROCEDURE

**The assembly point is out the front of the Main School Building
Across the Road on the GRASS**

- Evacuate the building or area, in a calm orderly manner, closing all doors and windows where possible. **BE AWARE THAT SOME EXITS & ROUTES MAY BE BLOCKED**
 - Pupils to gather alphabetically, in year order, by tutor groups or house with your Tutor or member of staff on the Grass over the road from the Main School Building and SIT DOWN.
 - Staff other than those in charge of children to gather together, sit down and get signed off by most senior member of staff.
 - Staff to collect registers from the Green First Aid box or member from staff distributing them.
 - Tutors or Staff register and stand with their tutees and report to the incident team lead.
 - Incident Commander to work with Tutors or Staff (where applicable) for result of registration and inform Incident Commander or designate (as present).
 - Remain on the Grass (in your group) until told to leave, **EVEN IF THE ALARM IS SILENCED.**
 - No one to re-enter a building until told to do so.
 - If needed and appropriate, people can move into the secondary evacuation areas, the theatre or main school dining area, once gathered on the grass and if told to do so.
- One person nominated as Incident Commander (IC) to take control of the situation.
 - One person nominated as Note Taker (NT) to scribe to record the events.
 - One person nominated as Communications Manager (CM) to carry out communication as directed.
 - One person nominated as First Aider (FA) to administer aid and control Triage.
 - Other persons nominated as required (Extra First Aid, Emergency Services / Traffic controller)
- ❖ People needing First Aid should be taken to the Triage Area, on the road to the Manège. First Aiders should be in charge of this area and have a secondary Communications Manager (2CM) with them to relay messages to Communications Manager.

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What Three Words for the School: [///creatures.buzz.photo](#)

School Phone Number: 01889 590 217

Head Master: Simon Ruscoe-Price 07873 180 523

Deputy Head: Amy Thornton 07823 788 207

Bursar: Ray Morrison 077177 458 60

Emergency Service number: 999 or 112

Community First Responder: Anthony Coates 07917 612 543

P T O



EVACUATION on the Picture shows the primary evacuation area

What Three Words address: [///ghosts.pops.drain](#)

2 shows the secondary evacuation (points if appropriate) as the Theatre and Dining hall.

What Three Words address for Theatre: [///another.crafts.diary](#)

What Three Words address for Dining Hall: [///plan.routines.blown](#)

 shows the location of First Aid box and Water

What Three Words address: [///vegetable.glossed.window](#)

 shows the location of the Automatic External Defibrillator

What Three Words address: [///armrests.handrail.wasps](#)

Triage shows the location of the triage area.

What Three Words address: [///audible.loom.moons](#)

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