



**Aysgarth Prep and Pre Prep School**  
(including EYFS)

**Fire Safety Risk Assessment (12a) and Fire  
Procedures Policy (12b)**

**Reviewed: September 2023 and to be reviewed October 2024**

**Responsible Member of Staff: Andrew Francis**

**Responsible Governor: Sarah Guthe**

## **PART 1: FIRE SAFETY**

### **INTRODUCTION**

Our priority is to ensure that risks from a fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education-specific guidance.

### **ROLE OF THE SCHOOL FIRE SAFETY MANAGER**

The Bursar is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by the Governors and the SMT.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) is given clear written instructions on where they should go in the event of a 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 risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended, or rebuilt, or when new buildings are acquired.
- Records are kept of all fire practices, including night practice evacuations from boarding accommodation.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

### **EMERGENCY EVACUATION NOTICE**

All new staff and pupils, 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, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at the Prep School or Pre Prep playgrounds, whichever is closer.
3. If you are teaching a class, take any register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.

4. The Prep School or Pre Prep Office, Facilities Manager, Headmaster, or other duty members of staff will summon the Emergency Services if the alarm sounds and it has not been immediately established that it is a false alarm.
5. If you have a disabled pupil in your class, you should help them evacuate the building via a safe evacuation route.
6. Line up and count your class as soon as you reach the designated assembly point in preparation for the duty member of staff to take the register.
7. Report anyone who is missing immediately to the duty member of staff taking the register who will inform the Fire Brigade. *On no account should anyone return to any burning building until given permission by the Fire and Emergency Services.*
8. Remain at the assembly point with your pupils until the all-clear is given.

For pupils in Pre-Prep (including EYFS) the content of this notice is explained at an age-appropriate level following each fire drill.

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In addition, the following documents should be read in conjunction with this policy.

Appendix 1. Staff Fire Orders. This document outlines specific requirements of staff members in the Prep School during an evacuation due to fire.

Appendix 2. Boys Fire Orders. This document outlines specific requirements of boys in the Prep School during an evacuation due to fire.

Appendix 3. Fire Wardens. This lists the designated Fire Wardens and their areas of responsibility.

## **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 as close to their first day at Aysgarth School as practically possible. 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 rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go upon hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

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. We offer online fire awareness training, including the basic use of fire extinguishers, to all staff during their first term. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

### **SUMMONING THE FIRE BRIGADE**

The Prep School office is manned between 8.00 am and 6.00 pm during weekdays in term-time and normally between 9.15 am and 4.00 pm during half terms and holidays apart from the Christmas and Easter bank holidays. The Pre Prep office is manned between 8.00 am and 2.00 pm on weekdays during term time. The Prep School fire panel that shows the location of zones on the alarm system in the Prep School buildings is physically located in the passage next to the laundry lift. The Pre Prep fire alarm panel is located in the passage adjacent to the front door/office reception. The School Office is always given advance warning of fire practices/testing. If the fire alarm goes off for any other reason, the staff have standing instructions to clear the buildings and summon the Emergency Services if so required.

The Bursar ensures that wherever possible at least one member of his team is on duty or on-call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. The Facilities Manager (or an agreed stand-in member of staff) has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed (unless warned of a planned fire practice). The Prep School fire panel is linked to a monitoring station that will call the Facilities Manager immediately after the fire alarm is raised.

### **VISITORS AND CONTRACTORS**

All visitors and contractors are required to sign in at the Prep School or Pre Prep reception, where they are issued with a visitor's badge as well as standard Fire Safety and Emergency Procedures. The badge should be worn at all times that they are on school property. They are made aware of the Health and Safety information for visitors and are shown a drawing indicating the nearest 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 any disabled pupils and for disabled members of staff. The School currently has one severely visually impaired (registered blind) pupil in the Prep School who boards on certain days of the week.

### **RESPONSIBILITIES OF TEACHING STAFF**

Upon hearing the Fire Alarm, (other than a pre-scheduled test) Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. In the Prep School, they are required to line their class up and count them on the 'concrete' on arrival at the assembly point, in preparation for a register to be taken by the Headmaster or duty member of staff. In addition, they are responsible for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Headmaster/Duty member of staff taking the register. It is the responsibility of the Headmaster/Duty member of staff to ensure that this information is passed to the Fire and Emergency service as soon as they arrive. Teachers in the Pre Prep will follow the same procedure as above with the exception of congregating at their assembly point located in the Pre Prep playground. The Head of Pre Prep (years 1-3 or EYFS)/Duty member of staff will take the register following the same procedures outlined above.

***On no account should anyone return to a burning building***

### **RESPONSIBILITIES OF FIRE WARDENS**

We have at least seven trained Fire Wardens in the School. (There may be times due to activities, matches, and sickness that the number may be less than seven actually present in the School at any one time.) Fire Wardens are usually members of the Senior Management Team and may have specific duties in the event of a fire or other emergency for looking after pupils, although members of the teaching staff may also opt to be trained as Fire Wardens. All Fire Wardens are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Fire Wardens receive training via an online facility.

### **FIRE PRACTICES**

We hold at least one fire practice every term at Aysgarth School for both the Prep and Pre Prep facilities. We also practise 'Boarding time' evacuation drills of the boarding house once per term, with one of these drills being conducted at night-time once a year (unless the School assesses that this night evacuation would be detrimental to boarders' welfare). This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire

Wardens throughout the 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 Aysgarth School:

### **Escape Routes and Emergency Exits**

- There are at least two escape routes from every part of all buildings except where the regulations permit this to be different.
- Fire notices and evacuation signs are displayed in every room, corridor, and stairwell.
- Fire extinguishers (of the appropriate type) and smoke/heat detectors are located in buildings in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- All stairs, passages, and emergency exits are illuminated by emergency lighting
- Automatic door closers that are activated by the fire alarms are fitted on doors in the boarding section of the building leading onto escape routes.
- The Prep School fire panel is located in the passage next to the laundry lift and shows the zone location of a fire and in some instances the actual room location. This panel is linked to a monitoring station. The Pre Prep fire panel is located in the passage adjacent to the front door/office reception and shows the zone location of a fire and is linked via the Prep School panel to the monitoring station.
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times. The Facilities 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 that the emergency lights work, and reports defects. The nominated Fire Wardens are allocated areas of responsibility to ensure that escape routes are maintained clear of obstacles at all times.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Facilities Manager, who in conjunction with the Bursar arranges for an ISO9001 certified/BAFE approved contractor to carry out:
  - Six monthly professional checks on fire detection sounders and warning equipment,
  - An annual service of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems, and fire extinguishers.
- Records of all tests are kept in the Bursar's office.
- Plans showing the location of gas and electricity shut-off points have been given to the fire service, who have visited the School with fire crews to walk through operational procedures. The School encourages and has made, and

continues to make its buildings and premises available to the fire service for training purposes.

### Electrical Safety

- The School has current electrical test certificates for all new electrical work carried out. A five-yearly inspection report covering the whole School premises was compiled in 2023 by specialists and forms the basis for the ongoing maintenance and upgrade programme. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations.
- Regular portable appliance testing takes place.
- Records of all tests are kept in the Maintenance Department
- The teachers check that all Scientific and DT equipment is switched off at the end of the school day.
- All computers, projectors, printers, and electronic whiteboards are switched off by their users every evening and during holidays and weekends.

### Lightning Protection

- Lightning protection and earthing on the Prep School main building that houses sleeping accommodation conforms to BS 6651-1999. It is tested by a specialist contractor.

### 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
- Landlord's gas safety certificates are held for all school domestic accommodations that have gas appliances.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily by the Science teachers 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. Combustible materials normally found in a school environment such as paper, books, personal belongings, and furniture are managed appropriately to reduce the risk of fire.
- Weapons and ammunition used by the Aysgarth School Gun/(Shooting) Club are kept in a securely locked fire-resistant store that is located within a locked room.

### Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- Combustible materials used in teaching, catering, maintenance, grounds, and caretaking are stored appropriately with marked flammable materials stored in flame-proof cupboards where practical.

### **LETTING OR HIRING THE SCHOOL**

The standard contractual terms that we use for letting and hiring the School cover fire safety and specify that the hirer should certify that they have read and understood the School's Fire Safety Policy and Procedures. Whenever possible, the School Facilities Manager is on duty/call when the School is let or hired for an outside function or event.

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### **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

The risk assessment follows a standard procedure for evaluating risk.

Aysgarth School has an independent Fire Risk Assessment which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

A copy of Aysgarth School's Fire Risk Assessment is on the School's network under Fire Safety 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 staff read the sections that are relevant to them.

A Legal Requirement & an ISI Reporting Standard,  
An OFSTED Reporting Standard for Boarding Schools

References:

- A: Reference Guide to the key standards in each type of social care service inspected by Ofsted (Reference 080117) [www.ofsted.gov.uk](http://www.ofsted.gov.uk)
- B. The ISI Commentary on the Regulatory Requirements September 2022 ([www.isi.net](http://www.isi.net)).
- C. Part II of the Regulatory Reform (Fire Safety Order) 2005, ([www.opsi.gov.uk](http://www.opsi.gov.uk))
- D. "Fire Risk Assessment," Ecclesiastical Risk Services Ltd guidance note ([www.ecclesiastical.com](http://www.ecclesiastical.com))
- E. "Fire Safety" Chapter O of the Bursars' Guide by Owen David Risk Management Ltd ([www.owendavidsafety.net](http://www.owendavidsafety.net))
- F. "Fire Safety Risk Assessment for Educational Premises" and "Fire Safety Risk Assessment: Sleeping Accommodation," DCLG publications ([www.communities.gov.uk](http://www.communities.gov.uk))

## **APPENDIX 1**

### **STAFF FIRE ORDERS**

#### **During the Day (Prep School)(Amendments may be made due to the Covid regulations in place at the time).**

- A Member of the Management Team or the School Secretary will collect the register (Green) from outside the marketing office.
- All staff to escort pupils out of the building to the concrete. (Marked Assembly Point)
- Boys are to line up in form groups in silence facing the school.
- The teacher taking that class (if the class is set, please take a class from that year group) should count the boys and inform the member of staff taking the register (usually the Head/Senior Deputy Head and Deputy Head Pastoral).
- Staff on free periods to take any class that does not have a member of staff.
- Member of Management team/Facilities Manager/Maintenance coordinator will go to the fire alarm monitor and check to see if it is a false alarm.
- Member of Management team/Facilities Manager/Maintenance coordinator will inform the member of staff taking the register if it is safe to go back in.
- Boys should remain in silence and should be let back into the school, one year group at a time.
- If a boy is missing and cannot be accounted for the Fire Wardens will commence a search, if possible, of their areas led by the member of staff taking the register.
- When the alarm sounds the Monitoring Station is placed on alert, and a phone call will be sent first to the Facilities Manager and then the Head. If no answer from either, or they cannot confirm it is a false alarm the fire brigade is immediately sent out and cannot be canceled unless 999 is rung confirming it is a false alarm. The fire crew will be informed that it is not an emergency but will still have to come to the school.

#### **During the Evening 6 pm-8 pm (Amendments may be made due to events or circumstances prevailing at the time.)**

- Senior duty members of staff will collect the registers (Blue and Green) from outside the marketing office.
- All staff to escort pupils out of the building to the concrete. (Marked Assembly Point)
- Boys are to line up in form groups in silence facing the school.
- Senior duty member of staff is to take the register assisted by any activity staff.
- The Facilities Manager or Management Team will inform the senior duty member of staff taking the register that it is safe to go back in.
- If the Facilities Manager or Management Team is not present then the Senior duty member of staff, having completed the registration and accounted for all boys, will need to check the alarm system to see if it is a false alarm.
- Boys should remain silent and should be let back into the school one year group at a time.

- If a boy is missing and cannot be accounted for the activity staff will commence a search, if possible, led by the Senior duty member of staff taking the register.
- When the alarm sounds the Monitoring Station is placed on alert, and a phone call will be sent first to the Facilities Manager and then the Head. If no answer from either, or they cannot confirm it is a false alarm the fire brigade is immediately sent out and cannot be cancelled unless 999 is rung confirming it is a false alarm. The fire crew will be informed that it is not an emergency but will still have to come to the school.

**During the Night 8 pm-7 am (Amendments may be made due to events or circumstances prevailing at the time.)**

- Member of staff responsible for the green register will bring it down with them. Once the Duty Matron has been given the completed green register she/he is responsible for bringing it down. The Duty Matron is also responsible for collecting the blue register up until 9:30 pm
- Boys who will be late to dorms because of evening activities outside normal times will be listed in the register.
- A senior member of staff on duty for the evening (Housemaster, Headmaster, or Assistant Housemaster if in the building) is responsible for checking all beds (remove duvet) on the 2<sup>nd</sup> floor and in the attic.
- On an evening when the Assistant Housemaster has gone home, it is the responsibility of the Housemaster or Headmaster to check all beds (remove duvet) on the 2<sup>nd</sup> floor and in the attic.
- Matron/s or Live-in staff to help with checking of beds if present.
- Matron on duty to check all beds (remove duvet) from 1st-floor Dorms including sickbay.
- Boys are to line up in year groups in silence on the concrete, facing the school.
- Head/Housemaster or Assistant Housemaster to complete the registration.
- Once the register has been completed and all boys accounted for a member of staff will go to the fire alarm monitor and check to see if it is a false alarm.
- Boys should remain in silence and should be let back into the school one year group at a time.
- If a boy is missing and cannot be accounted for the Head/Housemaster or Assistant Housemaster, if possible, will commence a search of the dorms.
- When the alarm sounds the Monitoring Station is placed on alert, and a phone call will be sent first to the Facilities Manager and then the Head. If no answer from either, or they cannot confirm it is a false alarm the fire brigade is immediately sent out and cannot be cancelled unless 999 is rung confirming it is a false alarm. The fire crew will be informed that it is not an emergency but will still have to come to the school.

It is the first duty of all members of staff to do all in their power to prevent injury and loss of life in the event of a fire. Salvage of the building and equipment is of secondary importance.

**All staff must make certain that they are fully conversant with:**

- a) the routes of escape in the case of fire and the location of the assembly area, the playground;
- b) the method of sounding the fire alarm;
- c) the location and operation of the various fire fighting appliances;
- d) the procedure and responsibilities set out in these orders, and in the Boys' Fire Orders.

## **APPENDIX 2**

### **BOYS' FIRE ORDERS**

#### FIRE ALARM

##### **1. AT DAY**

IF YOU HEAR THE FIRE ALARM:-

EXIT THE BUILDING IN SILENCE VIA THE NEAREST EXIT AND LINE UP IN FORM ORDER ON THE YARD FACING THE SCHOOL

##### **2. AT NIGHT**

IF YOU HEAR THE FIRE ALARM:-

WAKE UP THE BOY NEXT TO YOU, PUT ON A DRESSING GOWN AND SLIPPERS, TAKE THE DUVET OFF THE BED AND PUT IT ON THE FLOOR

THEN

EXIT THE BUILDING IN SILENCE VIA THE NEAREST EXIT AND LINE UP IN YEAR GROUP ON THE YARD FACING THE SCHOOL

**DO NOT TALK.**

**DO NOT PUSH.**

**DO NOT RUN.**

##### **3. IF YOU FIND A FIRE, AT NIGHT OR IN THE DAYTIME:-**

CALL AN ADULT, WHO WILL SOUND THE ALARM, AND THEN LEAVE THE BUILDING IMMEDIATELY.

IF YOU CAN NOT FIND AN ADULT QUICKLY, SOUND THE ALARM YOURSELF.

### **APPENDIX 3**

**Fire Wardens have been appointed for the different areas of the school as follows:**

<b><u>Fire Warden</u></b>	<b><u>Area to be covered</u></b>
<b>Head</b>	<b>Whole School</b>
 <b><u>Assistant Wardens</u></b>	
<b>Deputy Head Academic</b>	<b>Tower classrooms, tower stairs, Admin area, main passage, Science block, chapel, library, common room passage, ICT, and staff room.</b>
<b>Dir.Performing Arts and I.T.</b>	<b>Court block, Reynolds Hall, Art/CDT, and Court ClassRooms</b>
<b>Head PP1 to PP3 and Head EYFS</b>	<b>Pre Prep.</b>
<b>Headmaster's wife</b>	<b>Back stairs, kitchen, store rooms, basement and dining room.</b>
<b>Senior Deputy Head and Deputy Head Pastoral</b>	<b>Common rooms, changing rooms, dormitories, main stairs, and pool areas.</b>
<b>Dir. Sport</b>	<b>Sports Hall</b>
<b>Bursar</b>	<b>Maintenance, Estates yard building</b>