ISI Policy Number : 12B
Reviewed by: LN / MT
Date: Mich 2026
Next Review: Mich 2027

RISHWORTH SCHOOL

FIRE PROCEDURES & FIRE SAFETY POLICY

Distribution: School website, Staff Policy Library

Note: This policy is effectively a sub-policy of the whole school Health and Safety Policy. Other related documents include: Fire Risk Assessments, Fire Evacuation Procedures (Appendix 1), Fire panel Locations (Appendix 2) **Critical Incidents Reporting Procedure** ***(Appendix 3)***

1.0 INTRODUCTION

1.1. The 'Competent Person' is the technical advisor, provided by Genesis Fire who complete the Fire Risk Assessment, which this policy is based on. With regards to all Health and Safety matters it is the Board of Governors and the Head who are responsible for the implementation of this risk assessment and Policy, however, day to day fire safety within Rishworth School is dissolved to the Operations, Risk and Compliance Manager and the Facilities Manager. This Fire Policy Statement reflects the importance which Rishworth School attaches to the safety of its staff, students, visitors and other persons/stakeholders who may be affected by its activities and its property.

1.2. Rishworth School takes all reasonable and practicable steps to achieve the objectives and measures outlined below, in the manner that this statement sets out.

2.0 THE POLICY

2.1 The School will comply with the Regulatory Reform (Fire Safety) Order 2005, Fire Safety (England) Regulations 2022 and all other applicable fire safety legislation and standards and guidance documents. Where the School could be granted exemptions from specific regulations, it is the School's policy that fire precaution standards and arrangements will be, so far as possible, at least equivalent to those which are set out in the Government Fire Safety Risk Assessment Guidelines.

2.2 Management of the risk of fire falls within the School's overall Health and Safety responsibilities as detailed in the School's comprehensive Health and Safety Policy. Overall responsibilities for fire precautions are exercised through the Finance, Audit & Risk Governor Sub-Committee. The Bursar delegates to Heads of Departments the proper application of the Fire Evacuation Policy and procedures in their areas of responsibility. The school provides guidance on all fire safety matters and Genesis Fire conducts the School's Fire Risk Assessments.

2.3 All members of staff, students, contractors and visitors are required to follow the standing instructions and fire procedures approved by the Board of Governors and the Health & Safety Committee and issued to Heads of Departments. In particular, in the event of a fire alarm

sounding in a school facility, occupants must evacuate the building and only re-enter upon the instruction of the designated Fire Marshall, the Security Officer or the Fire Brigade. Boarders will only evacuate the building in which the alarm is sounding.

3.0 OBJECTIVES

3.1 The Objectives of Fire Risk Management are to:

- Safeguard all personnel in Rishworth School occupied property, including visitors, from death or injury in the event of a fire or associated explosion.
- Reduce fire incidences.
- Minimise the potential for fire to occur or disrupt the work of the School and for it to cause damage to property and the environment.
- Eliminate or reduce the risks posed by dangerous substances.
- In respect of all facilities, which it owns Rishworth School, will:
- Provide appropriate means of escape in case of fire.
- Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times.
- Provide the means of escape with adequate emergency lighting and maintain this in efficient working order.
- Provide and maintain in working order the alarm system or the means of giving warning in case of fire.
- Provide and maintain in working order all firefighting appliances and devices.
- Provide appropriate induction, instruction and training for all school staff on the actions to be taken in the prevention of fire and those required in the event of a fire.
- Provide notices around school, in every bedroom and in the office spaces explaining actions to take in the event of a fire.
- Ensure that measures which are commensurate with the risks and the significance of consequential losses are taken to protect buildings, installations and equipment from fire.
- Ensure a sufficient number of fire practices are held at various times of the day to ensure that all staff and students understand the instructions and are able to comply.

4.0 MANAGEMENT AND STAFF RESPONSIBILITIES

4.1 Individual responsibilities in respect of fire safety for all of School staff and students are contained in the Fire Evacuation Procedures. These Instructions also specify the responsibilities of managers, staff and students in respect of fire safety.

4.2 All staff must ensure that designated fire doors are not obstructed or held open and unattended other than by an authorised device connected to the fire alarm system, or interfered with in any way.

5.0 STANDARDS AND MONITORING

5.1 The members of the Audit and Risk Committee (incorporating Health & Safety) are responsible for the review of the School Fire Policy, the Fire Evacuation Procedures and the Fire Risk Assessments. These are designed to reflect the statutory obligations and particular Fire Risk Management needs of Rishworth School.

5.2 The Bursar and Operations, Risk and Compliance Manager will monitor the effectiveness of the School's Fire Risk Policy and Fire Evacuation Procedures and will report to the Audit and Risk Committee (incorporating the Health & Safety Committee) whenever issues are identified.

5.3 The Safety Advisor will review the Fire Risk Assessments on at least an annual basis and will report any significant changes to the Audit and Risk Committee (incorporating the Health and Safety Committee).

5.4 This Policy statement will be reviewed by the Bursar and Operations, Risk and Compliance Manager annually or at more frequent intervals if there are relevant legislative changes or any other significant amendment required.

6.0 IMPORTANT REFERENCE DOCUMENTS

- Fire Evacuation Procedures policy (Policy files)
- Fire Risk Assessments (Held by the Operations, Risk and Compliance Manager)
- Health and Safety Policy
- Fire Safety: Managing School Facilities – DCSF Guidance (https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings/fire-safety-in-new-and-existing-school-buildings)
- Fire Safety Risk Assessment for Educational Premises and Fire Safety Risk Assessment Sleeping Accommodation – DCLG publications (https://assets.publishing.service.gov.uk/media/5a818c58e5274a2e8ab54940/9281_Sleeping_Accomodation_v2.pdf)

Appendix 1
FIRE EVACUATION PROCEDURES

Contents

	Page
Introduction and Methodology, Principles	5
Fire Alarm System – Senior Site	6
Fire Alarm System – Prep Site	6
What all staff MUST know	7
What are Fire Marshall Orders and how to use this file	7
Fire Precautions	8
If you discover a fire	8
Fire Marshall – selection and Orders	8 & 9
Roll Call procedures	11
Teaching Staff Fire Orders	11
Student Fire Orders	12
Fire orders for School Staff without student responsibility	12
Boarding Staff Fire Orders	13
Boarding Student Fire Orders	14
Preparatory Fire Orders	15
First Aid	16
Training and Fire Practices	16
Assembly Points	17
Appendix 1 - Fire Alarm panel locations	21
Appendix 2 - School Groups – Checklist for all groups	18
Visiting Groups – Fire Safety	18
Gas Safety	20

Emergency evacuation of exam rooms 20

Critical Incidents Reporting Procedure 22

Rishworth School: Fire Orders (Evacuation Procedures)

1 Introduction and Methodology

1.1 These procedures stem from the School's overall Fire Safety Policy. The Fire Safety Policy sets out the School's strategy for safeguarding personnel and minimising the potential for fire to occur.

1.2 These procedures address the evacuation of the buildings in the event of a fire alarm.

1.3 In a large and diverse site operating twenty-four hours a day, there are obviously countless different scenarios which could be encountered. The temptation is to try to address each possible scenario individually, which would result in a very large and cumbersome set of instructions. For evacuation procedures to work on a practical level, the fire orders should provide a clear idea of the response required. There will not be time to look up and instigate the perfect response.

1.4 It is important that in an emergency we do the basics right. To achieve this, staff and students must be trained using simple but well-thought-out procedures that can be learned and adapted to provide a good fit for the majority of situations that will be faced.

1.5 Once drawn up the procedures should be tested against a set of possible scenarios.

1.6 To produce the procedures the following principles have been applied. These statements form the core of the School's evacuation procedures.

2 Principles

2.1 Evacuation is more important than reconciliation. We will aim to evacuate any building within two minutes. Although both evacuation and reconciliation are desirable, we recognise that we will never be in a position to reconcile quickly all individuals on site at every hour of the day in order to provide sufficient reassurance to fire crews that all staff, students and visitors are accounted for. The obvious exceptions are at the Preparatory and after lights out in boarding when we should know the whereabouts of all school residents.

2.2 Reconciliation will be attempted only if evacuation of the whole school has been ordered or the boarding houses are evacuated.

2.3 It should be safe for trained staff to investigate the cause of an alarm during the first five minutes so long this does not delay evacuation and clearly no signs of fire. Key staff have been trained on how to use the alarm panels and staff have have had relevant fire marshall training. We have adhered to the fire department's required improvements and it is reasonable for us to rely on the half-hour fire protection which was the target of these improvements. However, if ever in the slightest doubt the member of staff must call the emergency services.

2.4 Because of the considerable number of different scenarios that could present themselves, regular evacuation training for staff and students is seen as the key factor in reducing risk of injury in case of fire. Fire practices need to be undertaken at the inconvenient times, such as lunch and immediately after school, and common escape routes occasionally blocked in order that staff and students become aware of what is required.

2.5 Sleeping risks have a higher priority than those posed during the day.

2.6 Failure to evacuate in the event of an alarm should be treated very seriously.

3 Fire Alarm System at the Senior Site

3.1 At the senior school main site, there are 7 alarmed buildings. These buildings are:

1. **School House (admin block) / Wheelwright**
2. **Redmires / Ryburn (Calder) / Dining Hall / Learning Support**
3. **Teaching Block**
4. **Art / ICT Room 19 / Maintenance block**
5. **Music School**
6. **6th Form Centre (with adjoining staff accommodation)**
7. **Sports Hall**

3.2 The alarms in the first 4 of these buildings (above) are interlinked, (the big red button next to the fire panel) with two set-off options: (a) for all 4 alarms to be set off at the same time from one building or (b) for only the alarm of that particular building to be set off.

3.3 The other buildings' alarms (numbers 5, 6, and 7 above) are not interlinked and each of these has to be set off separately from the building concerned.

3.4 The interlinked alarms mean that the alarms can go off in one building without sounding in another. The advantage of this system is that the whole School is not automatically evacuated for false alarms. At each fire alarm panel in School House, the Art Block, the Teaching Block and Redmires/Ryburn there is a red button which will set off all these four alarms (i.e. in all of these four buildings). This means that a full evacuation can be sounded more quickly and also provides notice (because the alarm panel "buzzes") that an alarm is going off in another building and (via a light) gives an indication as to which building it is.

3.5 If the panel is activated, the Bursar, Operations, Risk and Compliance Manager and School Receptionist can all notify the Common Room that colleagues may need assistance, and can direct them to the relevant building. Although when these alarms are set off together from a central point, this will alert the majority of people on site at any given time, please note that the Music School, 6th form Centre and the Sports Hall are not on this system.

3.6 Therefore, to evacuate the whole School, the alarms in these buildings must be activated manually and separately, in addition to the setting-off of the interlinked alarms in the other four buildings. It is important that all school staff that may be responsible in case of fire learn the whereabouts of all the fire panels and how they are activated.

4 Fire Alarm System at the Prep Site

4.1 At the senior school main site, there are 3 alarmed buildings. These buildings are:

1. **Main Building, including Assembly Hall and Kitchen block**
2. **Foundation Stage Unit**

3. Mill Building

4.2 The buildings' alarms are not interlinked and each of these must be set off separately from the building concerned.

4.3 The non interlinked alarms mean that the alarms can go off in one building without sounding in another. The advantage of this system is that the whole School is not automatically evacuated for false alarms.

4.4 Therefore, to evacuate the whole School, the alarms in these buildings must be activated manually and separately. It is important that all school staff that may be responsible in case of fire learn the whereabouts of all the fire panels and how they are activated.

4.5 Separate 'break glass' alarms are located throughout the site that will trigger the alarm in that area.

5 What all staff MUST know

5.1 All employees are expected to familiarise themselves with the contents of this Policy.

5.2 Fire precautions – all staff must know how to reduce the risks of fire.

5.3 What to do (and what not to do) in the event of discovering a fire.

5.4 What to do on hearing a fire alarm sound.

5.5 Fire Marshall Fire orders – you may be the most senior person on site at the time and therefore should be ready to assume the responsibility of the Fire Marshall.

5.6 Personal Fire Orders as they apply to your role in the school – responsibilities, evacuation procedure, route, assembly point etc. (Please note that Fire Action notices are displayed in all public areas. These notices provide basic vital emergency evacuation information but are kept purposefully brief and are not a substitute for knowing the fire orders contained in this document).

5.7 Location of the nearest break-glass alarm activation units, fire extinguishers, fire exits and assembly points.

5.8 How to use a fire-extinguisher (training is delivered through the fire marshall training).

6 What are Fire Marshall Orders and how to use this file

6.1 ***Definition*** **-** It is the policy of the School to minimise the risks to life and property of fire in the School. One system required to achieve this aim involves the use of Fire Marshall Orders which prescribe the actions required in the event of a Fire. The procedures contained within the Fire Marshall Orders will be practiced on a regular basis to ensure that School Staff and students are regularly familiar with the requirements.

6.2 These Fire Marshall Orders apply to all employees and students at Rishworth School and to any visitors who may be on the premises.

6.3 ***Objectives of the Fire Marshall Orders*;**

6.3.1 The safe and orderly evacuation of all persons in the event of fire.
6.3.2 Prompt notification, as necessary, of the incident to the Emergency Services.

7 Fire Precautions

7.1 Potential fire risks can be very low risk provided that some simple but important precautions are observed by all employees.

- Read and understand the fire policy.
- Memorise the evacuation procedure and Fire Orders as they relate to you.
- Ensure you know where the nearest two break-glass alarm activation unit points are in relation to your work area (they can be found next to exits)
- Familiarise yourself with the position and use of the fire-fighting equipment. Never interfere with, or misuse, the fire equipment.
- Keep fire exits, routes and access to fire-fighting equipment clear of any obstructions; do not wedge fire doors open.
- Keep your working area free of waste as far as possible and in particular those areas which are not easily accessible, e.g. under desks, behind radiators etc. Keep all combustible materials a safe distance from heating appliances and do not place anything on heaters.
- This is a non-smoking site (including e-cigarettes). Cigarettes are a major cause of fire. Report any evidence of smoking on site to the Bursar immediately.
- If you see anything which may be a fire hazard, correct it yourself if easy and safe to do so, or report it immediately.

7.2 If you see signs of fire ensure the supervised evacuation of the immediate area has begun and raise the alarm at the nearest call point.

8 If you discover a fire

8.1 **The priority in the event of fire is the safe and rapid evacuation of all persons, students, staff and visitors.**

8.2 The primary use of fire extinguishers is to aid escape. ONLY IF SAFE TO DO SO attempt to control the fire. Do not fight the fire if;

- You are not confident in the use of the firefighting equipment
- The fire is bigger than a waste paper bin
- Smoke is affecting your breathing
- Gas cylinders or chemicals are involved
- One extinguisher has been used and is not enough
- Your efforts are not reducing the fire

8.3 Never attempt to move burning objects.

9 Fire Marshall Orders

9.1 The Fire Marshall coordinates the School's response to a specific alarm.

9.2 It is of vital importance that all members of the teaching staff are familiar with these orders. Most members of staff will be on duty at some point in the year and may have to fulfil the role of Fire Marshall.

9.3 **The most senior member of staff present should take charge of the situation. It is critical that someone takes charge of the situation and establishes calm.** The relevant member

of staff should assume that they are in charge until notified to the contrary and carry out the duties of Fire Marshall – see below. As a guide to seniority for Fire Control purposes:

9.4 **Rishworth Fire Marshalls (FM) – Term Time**

- Facilities Manager
- Head
- Bursar
- Deputy Head
- Senior Member of Staff
- Member of Staff
- Weekdays 1600 to 2300 hrs - Duty member of staff
- All other times during term time – Boarding House Staff
- Alarm in Wheelwright / Wolden - Member of Wheelwright Staff on duty
- Alarm in Redmires / Ryburn - Member of Calder Staff on duty
- Alarm in Goat House Barn – Member of Calder staff on duty

9.5 **Rishworth Fire Marshalls (FM) - Holiday Periods**

- Facilities Manager
- Residential Course Leader
- Maintenance team members
- Bursar
- Other admin staff

9.6 **Fire Marshall Orders**

9.6.1 Proceed to the evacuation point and take charge. A copy of this procedure is in the internal Policy Library.

9.6.2 Nominate a member of staff to inform the Bursar and Head.

9.6.3 Assess the incident.

9.6.4 During lesson-time students should be asked to line up in the class groups. Only if a full evacuation is ordered should the Fire Marshall instruct students to line up in form groups. Out of lesson-time students should be asked to line up in form groups from the outset.

If a fire has been observed and reported (and not verified as completely extinguished):

9.6.5 Instruct a member of staff to trigger all the alarms, remembering that the Teaching Block, Redmires/Ryburn, School House and Art Block alarms can all be triggered at once from any of the panels in those areas (see contents for section on Fire Alarm Panel locations).

9.6.6 Dial or send a member of staff to **dial 999** for the fire brigade (and an ambulance if an injury is suspected). If possible arrange for two individuals to make separate calls with the same information.

9.6.7 If safe to do so, post available members of staff (or responsible senior students if staff are unavailable) at the exits of the building affected to ensure that no one enters the building after the alarm has been activated.

9.6.8 Post Guides for the emergency services and provide a note of these names to those on roll-call duty.

9.6.9 Call a site first aider and direct to any suspected casualty (*see First Aid Section of this policy*).

9.6.10 Instruct a member of staff to notify the Bursar, Head and Property Services Manager and to notify reception staff to bring registers.

9.6.11 Announce that students should line up in form order and assign responsibility to a member of staff to coordinate the students' roll call (normally Designated Safeguarding Lead or another member of the Senior Leadership Team) (*see section on Roll Call*) and ensure that the Heads of the various groups report the results.

9.6.12 Dependent on the location of the fire and, if necessary, once all present have been accounted for, move the students to a safe place to be supervised by members of staff.

9.6.13 A list of missing students and staff should be provided to the Fire Service on their arrival. All available staff should concentrate on eliminating students from the list who are off site. Rishworth Staff should not conduct searches for missing students.

9.6.14 Give the "all clear" only after authorised to do so by the fire service.

9.6.15 Record the incident in the fire log.

If an alarm sounds but a fire is not reported:

9.6.16 If safe to do so, post available members of staff (or responsible senior students if staff are unavailable) at the exits of the building affected to ensure that no one enters the building after the alarm has sounded.

9.6.17 Instruct a member(s) of staff available to identify from the fire panel, the area in which the fire sensor has been activated and to check carefully the building for signs of fire. Where no fire, the member of staff should find the point at which the alarm has been activated. The fire alarm will have sounded because:

9.6.17.1 A smoke / heat detector has been activated (for identification a light will appear on the side of the sensor)

9.6.17.2 A "break glass" control has been activated.

The speed with which this is done is of paramount importance.

9.6.18 All evacuated students should be lined up in class order.

9.6.19 If a fire is reported immediately carry out the required actions above under the section "If a fire has been observed and reported".

9.6.20 If a fire is not reported give the all clear after **personally** checking the sensor / control panel that has been activated.

9.6.21 Reset the Fire Alarm (*see page 22*).

9.6.22 Record the incident in full for review by the Bursar.

10 Roll Call procedures

10.1 At every whole school alarm (or when the admin block alarm is activated), all the register files and the signing-out books from main reception and the sixth-form centre will be taken out of the building by the School Receptionist, and in their absence, the Headteacher's PA. All staff should be fully familiar with roll-call procedures. Students should initially line up in their class groups and the teacher in charge of the class at the time of the alarm should ensure that all students are present. If a full evacuation is ordered students will then line up in form groups and the registers will be taken.

10.2 Roll call will be taken at the various points *(see page 20)* dependent on the group and the time of day, students should line up in their form groups

10.3 Form Teachers should check students against registers:

10.3.1 Where not present mark "U" as unaccounted for

10.3.2 The Head or Designated Safeguarding Lead (or in their absence, another member of the SLT) to check unaccounted-for students against option groups in PE lessons or elsewhere. Each register will contain the form timetable on the back page to help establish student whereabouts.

10.3.3 Where a Form Tutor is absent, the Head of School Section will take responsibility for the relevant class. Where the Head of School Section is absent, a tutor from the same Year Group should deputise and account for two classes.

10.3.4 Silence should be imposed from the very start, and throughout, the evacuation and roll call process.

10.4 Support staff departments should check attendance against their own records.

10.5 Teachers will be accounted for by the Designated Safeguarding Lead or in their absence, another member of the SLT.

10.6 **NB:** Certain times of the day will be harder to reconcile than others such as break, lunch-time and in the half-hour after school finishes. In addition, members of staff do not sign in and out and therefore reconciliation could be difficult. However, the process of reconciliation is seen as important as it narrows down missing persons allowing investigation into their whereabouts.

11 Teaching Staff Fire Orders

11.1 On hearing the alarm, impose silence and maintain it throughout the incident.

11.2 Close windows if safe to do so. Activate emergency gas or electric shut off procedures if appropriate to your classroom (eg. Science laboratories, catering).

11.3 Instruct students to walk to the assembly point in silence.

11.4 Supervise the exit from your room. If corridors are full, wait for the congestion to reduce before leading your class out.

11.5 Leave lights on and doors shut. Do not lock doors behind you.

11.6 As you leave check that rooms or toilets you are passing have been evacuated.

11.7 En route to the exits be vigilant for signs of fire, broken manual call points or smoke detectors that have been illuminated.

11.8 Leave the building only when all students under your supervision are clear of the building.

11.9 Remain with your group all the way to the assembly point and until (and if) a full evacuation is ordered.

11.10 Registers will be brought to the fire assembly point by a member of front office staff.

11.11 Take a roll call of the students in your class group and notify the Fire Marshall of any missing students.

11.12 If a full evacuation is ordered students must be instructed to line up in forms.

11.13 Notify the member of staff coordinating roll call of any injuries or relevant information.

11.14 Form teachers should mark their form's attendance against registers.

11.15 Report results (including "all present and correct") immediately to the member of staff (usually the Designated Safeguarding Lead) coordinating student roll call; do not wait to be asked for the results.

11.16 Report the existence of any known visitors to the member of staff coordinating roll call.

Some staff may have a Personal Emergency Evacuation Plan (PEEP) if they have a specific special educational need or disability. All PEEPs comply with the Fire Risk Assessment and adhere to the process of evacuation first, but may include specific arrangements for cluster points etc.

12 Students' Fire Orders

12.1 **If no teacher is with you:**

- Do not attempt to deal with a fire yourself.
- If in a group, evacuate together in silence.
- Walk.
- Leave all bags.
- Leave lights on.
- Close all doors. Do not lock them.
- Leave the building by the nearest emergency exit.

- Proceed to the nearest assembly point (normally the tarmac area outside GSL/DT).
- Do not enter a building that is sounding a fire alarm for any reason whatsoever.

Some students may have a Personal Emergency Evacuation Plan (PEEP) if they have a specific special educational need or disability. All PEEPs comply with the Fire Risk Assessment and adhere to the process of evacuation first, but may include specific arrangements for cluster points etc.

13 Fire Orders – School Staff without direct student responsibility

13.1 **On hearing the Fire Alarm:**

- If engaged in a potentially dangerous activity (e.g. cooking), ensure that the equipment is left in a safe condition.
- Switch off all gas and electrical appliances.
- Leave belongings.
- Close windows.
- Leave lights on and doors shut. Do not lock doors.
- Proceed directly to the nominated assembly point.
- As you leave check that rooms or toilets you are passing have been evacuated.
- Notify the member of staff coordinating roll call of any injuries or relevant information.
- Line up with colleagues at the assembly point and await further instructions.
- Remain quiet.
- The Manager / Supervisor in charge will take roll call.

14 Boarding Staff Fire Orders

14.1 In the event of a fire alarm the occupants of the rooms can hear the alarms and are aware of the need to evacuate. Members of staff will do a secondary check to ensure everyone has evacuated.

14.2 **Orders;**

- Proceed to the assembly point.
- Ensure you take the register.
- The Duty member of staff will go to the Fire Panel to establish the zone where the fire alarm is activated. After this they will assist with roll call.
- Assume you have to act as Fire Marshall (see Fire Marshall's instructions reproduced below) unless advised to the contrary.

14.3 Each boarding house draws up their own specific instructions to staff and students using these fire orders and these are explained at induction. These house area specific instructions are on display in Redmires/Ryburn, Wolden, Slitheroe, Goat House Barn and Wheelwright.

14.4 **Fire Marshall's instructions (during boarding hours);**

14.4.1 **Orders:** The Fire Marshall selection is as set out earlier within the section on **Fire Marshall Orders**. Each member of staff should assume that they are the Fire Marshall until it becomes evident that a more senior colleague has taken charge.

If a fire has been observed and reported:

14.4.2 Instruct either a prefect or duty staff to push the button alarm on the fire panel which will automatically trigger alarms in the School House/Wheelwright, Redmires/Ryburn, Teaching Block and Art Block.

14.4.3 Dial 999 for the fire brigade (and an ambulance if an injury is suspected).

14.4.4 Post guides for the emergency services after ensuring that these guides have been accounted for on the roll call.

14.4.5 Call the matronic staff by calling 07816 985923 (Boarding mobiles should hold this number in memory) and direct to any suspected casualty.

14.4.6 Instruct a member of staff to notify the Bursar, Head and Property Services Manager (*see reporting of incidents procedure page 27).*

14.4.7 Check the results of the roll call. Query any discrepancies with the relevant staff.

14.4.8 Once all present have been accounted for, move the students to a safe place to be supervised by members of staff.

14.4.9 A list of missing students should be provided to the Fire Service on their arrival. All available staff should concentrate on eliminating names from the list of students who are off site. Staff should not re-enter a building to look for students in the event of a fire.

14.4.10 Give the "all clear" only after authorised to do so by the fire service.

14.4.11 Record the incident in the log.

If an alarm sounds but a fire is <u>not</u> reported:

14.4.12 From the fire panel, identify the area in which the fire sensor has been activated and carefully check the building for signs of fire. Where no fire, find the point at which the alarm has been activated. The fire alarm will have sounded because:

14.4.12.1 A smoke / heat detector has been activated (for identification a light will appear on the side of the sensor),

14.4.12.2 A "break glass" control has been smashed,

The speed with which this is done is of paramount importance.

14.4.13 If a fire is reported immediately carry out the required actions in 13.42 above.

14.4.14 If a fire is not reported give the all clear after personally checking that the alarm panel is re activated. (For details of how to reset the Alarm see page 22).

14.4.15 Record the incident in full using the fire log sheets.

15 Boarding Students' Fire Orders

15.1 **On hearing the fire alarm:**

- Do not attempt to deal with any fire yourself.
- Knock on other bedroom doors as you exit to ensure that others are aware of the alarm.

- Do not bring bags or personal belongings.
- Shut all doors but do not lock study bedrooms.
- Walk to the assembly point using the nearest safe emergency exit door.
- **Wait in silence** other than to answer your name in roll call. Do not answer for anyone else.
- Never enter a building when the fire alarm has been sounded.
- Inform the House Staff of any injuries or possible fire.
- Even when the siren has been switched off, remain at the assembly point until instructed otherwise by a member of the boarding staff.

15.2 A summary of the boarding student fire orders are displayed in all boarding house areas.

16 Preparatory Fire Orders

16.1 The key difference at the Preparatory is that there should never be a partial evacuation. If the alarm sounds, a full roll call will be conducted.

16.2 **Preparatory Fire Marshall Orders:**

16.2.1 **Selection -** the Preparatory Fire Marshall will usually be Facilities Manager.

16.2.2 Outside of working hours the responsibility will fall to the most senior member of staff available or the Cleaning Supervisor. All members of staff should consider that they are possible Fire Marshalls unless it is clear a more senior member of staff has taken the responsibility.

16.2.3 **Orders -** Proceed to the car park (control point). Assess the incident.

If a fire has been observed and reported:

16.2.4 Ensure the alarms on all blocks are activated (see section on Fire Panel Locations).

16.2.5 Dial 999 for the fire brigade (and an ambulance if an injury is suspected). Call for back-up from staff at the Senior Site. Call a site first aider and direct to any suspected casualty (*see section on First Aid*).

16.2.6 Post available members of staff to the exits of the building affected to ensure that no one enters the building after the alarm has sounded.

16.2.7 Post guides for the emergency services.

16.3 Notify the Bursar, Property Services Manager and Head. (*see reporting of incidents procedure page 28).*

16.4 Supervise a reconciliation of any staff members on site.

16.5 Once all present have been accounted for. Give the all clear only after authorised to do so by the fire service.

16.6 Record the incident in the log.

If an alarm sounds but a fire is <u>not</u> reported:

16.7 Ensure the alarms in the other buildings are activated (see page 22).

16.8 If available, post members of staff to the exits of the building affected to ensure that no one enters the building after the alarm has sounded.

16.9 Identify from the fire panel, the area in which the fire sensor has been activated and check carefully the building for signs of fire. Where there is no fire the member of staff should find the point at which the alarm has been activated. The fire alarm will have sounded because:

16.9.1 A smoke / heat detector has been activated (for identification a light will appear on the side of the sensor), or

16.9.2 A "break glass" control has been smashed.

The speed with which this is done is of paramount importance.

16.10 If a fire is then reported, immediately carry out the required actions.

16.11 If a fire is not reported give the all clear after personally checking the sensor / control panel that has been activated.

16.12 Reset the Fire Alarm.

16.13 Record the incident in full on a fire log form.

17 First Aid (must be read in conjunction with First Aid Policy)

17.1 The list of qualified first aiders, their extension numbers and mobile numbers are included in each of the fire packs.

18

18.1 **Accident Procedures -** If you are first on the scene of an accident:

18.1.1 Try to keep calm. Assess the situation to ensure that you are not in danger.

18.1.2 Send for adult help and Matron or a first-aider immediately.

18.1.3 Reassure the casualty.

18.1.4 Give first aid if you are confident you know what to do. Otherwise wait for help to arrive.

19 Training and Fire Practices

19.1 Training is of paramount importance to the success of these orders. It is vital that all members of staff are aware of their responsibilities. Feedback during training and following fire practices will be an important element in ensuring that these procedures are as practicable as possible. To that end, the following training requirements should be observed;

19.2 **Staff -** All staff must be familiar with procedures. The majority of the teaching staff will be on duty when there is potential for an alarm. The staggering of the fire practices

will ensure that it is possible a member of staff will have to deal with an alarm on their duty. As a result attention should be given to evacuation procedures periodically during InSeT sessions.

19.3 **Students -** Training with regard to student fire orders should be conducted at or soon after the start of each year by Form Teachers.

19.4 **Fire Practices -** Fire practices will be conducted at different times to ensure that members of staff are equipped to react in most situations. The frequency of alarms is shown below. However, if it is considered that the test has not reached the necessary standards, a further practice will be scheduled. In boarding, due to the sleeping risks, a variety of exit scenarios should be run so that boarders are aware of alternatives if the first-choice exit is blocked.

19.5 **Day School –** a fire practice should take place at or soon after the start of every new academic term with further repeat practices as required.

19.6 **Boarding** – a fire practice will take place at the start of each academic term. Thereafter, repeat practices will be held as required. In boarding, the house staff should run training sessions at or soon after the start of the new term and at any point when they feel the practices have not been effective. The Boarding students' fire instructions are displayed in each house area and a summary is included in the Boarding Handbook.

20 Assembly Points

<u>Outside of regular Day School Hours</u> (15.40 to 08.40)

1.	Wheelwright / Wolden) Admin block)	Old Courtyard
2.	Redmires) Ryburn (Calder))	Outside Assembly Hall Entrance
3.	Sixth Form Centre and Sports Hall	Car park area outside Sixth Form Centre
4.	Administrative Staff, Technicians	Car Park outside Reception
5.	Maintenance, Kitchen and Domestics	New Courtyard outside Calder House
6.	Sanatorium	Car park outside Reception
7.	Mill and Sports Complex	Playground adjacent to Mill
8.	Goat House Barn	Car Parking area next to GHB

<u>Within Day School Hours</u> (08.40 – 15.40)

1.	Bursar's Office	Car park outside Reception
2.	Main School Complex	Design Technology Play Area
3.	Preparatory	Car Park

4.	Administrative Staff	Car Park outside Reception
5.	Maintenance, Kitchen, Domestic	New courtyard, outside 6th Form Common Room
6.	Sanatorium	Car park outside Reception
7.	Mill / Sports Club	Playground adjacent to Mill
8.	Goat House Barn	Car Parking area next to GHB

If the fire assembly point is in any way compromised, the alternative assembly point is on the tennis courts (Rishworth) or the bottom pitch (Preparatory).

21 Visiting Groups – Fire Safety

21.1 **Visiting Groups residing in boarding accommodation -** Appoint a Fire Warden with Assistants in each residential area that is being occupied (e.g. Agate, Calder, Wheelwright and Goat House Barn) and agree an appropriate command structure for emergencies. The Fire Warden must be familiar with this document as should all adults responsible for the supervision of children. The Fire Warden is responsible for the safe evacuation of visitors and staff in the event of a fire alarm.

21.2 All delegates should read the Fire Orders on the back of the doors.

21.3 **All visiting groups and 3rd party hire groups** – In advance of the first hire session, the Property Services Manager will take the nominated Fire Warden through the procedure for setting and un-setting the alarm.

21.4 Please remember the School operates a strict no smoking policy, this includes e-cigarettes.

21.5 No cooking, kettles or heating appliances in bedrooms.

21.6 Fire Precautions: Potential fire risks need not be dangerous provided that some simple but important precautions are observed by all employees and visitors.

- **Memorise the evacuation procedure and fire orders as they relate to you.**
- **Ensure you know where the nearest two break-glass alarm activation unit points are in relation to your work area.**
- Familiarise yourself with the position and use of the fire-fighting equipment. Never interfere with, or misuse, the fire equipment.
- Keep fire exits, routes and access to fire-fighting equipment clear of any obstructions; do not wedge fire doors open.
- Ensure you know the position of the fire evacuation point.
- Keep your working area free of waste as far as possible and in particular those areas which are not easily accessible, e.g. under desks, behind radiators etc.

Keep all combustible materials a safe distance from heating appliances and do not place anything on heaters.

- This is a non-smoking site. Cigarettes and e-cigarettes are a major cause of fire. Report any evidence of smoking on site to the Bursar immediately.
- If you see anything which may be a fire hazard, correct it yourself if easy and safe to do so, or report it immediately.

If you discover a fire:

21.6.1 The priority in the event of fire is the safe and rapid evacuation of all persons - students, staff and visitors.

21.6.2 If you see signs of fire ensure the supervised evacuation of the immediate area has begun and raise the alarm at the nearest call point.

21.6.3 ONLY IF SAFE TO DO SO attempt to control the fire. Do not fight the fire if;

- You are not confident in the use of the fire-fighting equipment.
- The fire is bigger than a waste paper bin.
- If smoke is affecting your breathing.
- Gas cylinders or chemicals are involved.
- One extinguisher has been used and is not enough.
- Your efforts are not reducing the fire.

21.6.4 Never attempt to move burning objects.

21.7 If the fire alarm sounds

- Evacuate building and perform headcount.
- Do not remove belongings.
- Call the fire brigade if there is concern the fire is real.
- Identify the area on the panel where sensor has been activated.
- Ask those present in that area whether they could have activated the sensor by spraying aerosol or smoking or breaking a “break glass”.
- Silence the alarm only after personally ensuring that there is no fire by observing the sounder or break glass that has been activated.
- Reset the alarm – if the alarm will reset there will not be a fire.
- Contact the Property Services Manager / Bursar if you feel help is required.

I confirm that the above actions have taken place, the procedures are operational and children and staff have been briefed.

Signed by Visiting Group leader ……

Name (PRINTED) …….. Date ……

22 GAS SAFETY

22.1 If a gas leak is suspected call the Gas Board on 0800 111999 and evacuate the building immediately using the break glass.

22.2 Use the reporting of incidents instructions to contact relevant managers.

23 EMERGENCY EVACUATION OF EXAM ROOMS

23.1 The School will comply with procedures as detailed in the JCQ yellow booklet with regards to what is to happen in the case of a fire alarm and evacuation of the (external) exam rooms;

23.2 The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.

- Collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority. *[Note - it may well be more appropriate to take a roll call from the exam room seating plan, as in some locations such as the assembly hall there will be a number of attendance registers].*

- Advise candidates to leave all question papers and scripts in the examination room.

- Candidates should leave the room in silence.

- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination. [*Note – after evacuation exam candidates cannot interact with any other outside students hence they should be escorted to a separate muster point such as the tennis courts].*

- Make a note of the time of the interruption and how long it lasted.

- Allow the candidates the full working time set for the examination.

- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.

- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

23.3 Any queries with regard to evacuation procedures during examinations should be addressed in the first instance to the Examinations Officer, or the Head.

Appendix 2
FIRE PANEL LOCATIONS

NB: The alarms for School House/Wheelwright; Redmires/Ryburn; Teaching Block and Art Block can now all be set off automatically from any one of the panels in those areas by pushing the large red button located either on or at the side of the panel.

1. **Wheelwright / Wolden (i.e. first floor bedrooms) / Agate (i.e. 2nd floor bedrooms) / Beacon House (i.e. lower ground floor)/ School House (i.e. admin areas)**: *Panel located in the corridor outside the Bursar's PA's Office*.
2. **Art Department / Maintenance Workshop / Economics classroom 23 / Boarders Social Area / Blackstone House / ICT Room 19**: *Panel located in the PSHCE office adjacent to the Boarders Social Area and Blackstone Houses*.
3. **Science Labs / Assembly Hall and CDT Block:** *Panel located in the entrance to the Teaching Block toilets next to the Psychology classroom (access from the car park).*
4. **Redmires and Ryburn (boys boarding houses):** Panel located in Kitchen corridor across from the prep/serving area**.**
5. **Music and Drama:** *Panel located at the entrance to the Music block main door.*
6. **Sixth Form Centre:** *Panel located in the house corridor, immediately on the right after entering via the main door.*
7. **Sports Hall:** *Panel located to right of main entrance door.*
8. **Preparatory:** *Panel located in the classroom opposite School Secretary's Office.*

   Preparatory Foundation Building: *Panel located in Boiler Room by Boys' Toilets***.**
9. **Swimming pool & gym:** *Panel located on the wall high up in entrance lobby to main sports facility.*
10. **Mill:** *Panel located in entrance lobby to Mill building.*
11. **Goat House Barn:** *Panel located on left of the entrance lobby to No 2 GHB***.**

Instructions are on the alarm panels. To silence an alarm you will need to turn the key clockwise. You will also need to press the "silence alarm" button. To set the alarm, press reset and return the key to its original position.

** - If a break glass is found to be broken the alarm **will not** re-set until the glass has been replaced, please inform the Property Services Manager if this situation is identified.*

Appendix 3
CRITICAL INCIDENTS REPORTING PROCEDURE

Distribution: School's Internal Policy Library, Staff Handbook

The following procedure is to ensure that the relevant school personnel are informed in the event of a critical incident. The incidents envisaged have been split between those causing injury and those in which only property is involved.

1. Death or serious injury to a student, member of staff or visitor

1.1. This procedure governs the reporting of incidents, and NOT the way in which the incident should be managed.

1.2. It is anticipated that the most senior member of staff present will take charge of the situation, making the decisions felt to be reasonable at the time. Prompt action in critical situations is often essential.

1.3. **During term-time a first-aider will always be on site and contact details are displayed in classrooms and common areas around the School.**

1.4. It will not always be possible to make contact, as below, before a decision must be taken. Where possible, action should be taken as follows;

a) Assess the situation. As soon as is feasibly possible, contact should be made with the listed individuals (see below).

The emergency services should always however be the first call.

b) No unnecessary contact with persons not connected with the School should be made unless directly authorised by the Head/Bursar. The Press should only ever be contacted on the direct and specific authority of the Head or Bursar.

The Head is to be the first point of Press or Social Media contact. Direct any such enquiries to the Head or Bursar without comment or confirmation of any kind.

1.5. **Contact must be made immediately to emergency services** and then to the following at school or, out of school hours, as below (all numbers listed in this procedure are confidential);

Matron (term time)	Mrs D K Robinson	01706 817 124 07816 985 923
Head	Mr T Bayley	
Bursar	Mrs Nicole Turner	
If contact cannot be made to the Head(s) or Bursar		
Site Manager	Mr M Tynan	07715 253840

2. **Acts of serious damage (fire, flood, vandalism, break-ins etc.)**

2.1. This procedure governs the reporting of incidents, and **NOT** the way in which the incident should be managed.

2.2. Where an incident is discovered, the most senior member of staff available should take charge of the situation. The required action will depend much on the circumstances. Where prompt action is considered necessary, the first call should be to the emergency services. (e.g. In the event of a fire).

2.3. Where unsure as to the requirements e.g. flood, the first point of contact should be the Bursar or Property Services Manager (see below).

2.4. Where necessary, immediately inform;

Police (Call Centre) - *please ensure that record a 'crime or incident' number*	01924 375222
Police (Emergency)	999
Ambulance	999
Fire Brigade	999

AND

(Bursar)	01422 822217
Mrs L Newman (Operations, Compliance and Risk Manager)*	01422 822217

**Mrs Newman and the Bursar will make any necessary contact with the School's insurers where it is appropriate to do so.*