

## FIRE SAFETY AND PROCEDURES POLICY

This policy applies to the whole school, including EYFS, boarding, staff, pupils, visitors, contractors and all premises under the control of St Hugh's School.

### 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.

This policy should be read alongside the School's Health and Safety Policy, Emergency Action Plan, Fire Risk Assessments, Boarding procedures, site risk assessments and any relevant Personal Emergency Evacuation Plans. It is intended to support compliance with the Regulatory Reform (Fire Safety) Order 2005, the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, relevant fire safety guidance for educational premises, and the Independent School Standards Regulations.

The Governing Body retains strategic oversight of fire safety and must be satisfied that suitable and sufficient arrangements are in place. Day-to-day implementation is delegated through the Headmaster, Bursar, Deputy Head Operations as School Fire Safety Officer, and Estates Manager, according to the responsibilities set out below. All staff have a duty to co-operate with the School's fire safety arrangements and to avoid doing anything that may place themselves or others at risk.

#### ROLE OF THE SCHOOL FIRE SAFETY OFFICER AND ESTATE MANAGER

The Deputy Head Operations is the designated School Fire Safety Officer and is responsible, in conjunction with the Bursar, Headmaster and Governors, for ensuring that:

- The Fire Safety Policy is kept under regular review by the Bursar, SLT and Governors, and updated when legislation, guidance, site arrangements or school operations change.
- 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, outcomes recorded, and any lessons learned are implemented and followed up.

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| Policy Number:              | SHS C08            |
| Owner:                      | Bursar             |
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- Fire prevention measures are meticulously followed.
- Fire marshals are trained and understand their areas of responsibility.
- Records of fire procedures and arrangements, fire risk assessments, staff training, fire marshal training, maintenance certificates, statutory checks, defects, remedial actions and fire practice drills are kept in the Fire Folder and/or the School's designated Health and Safety records.

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

- Correcting any material defects that affect fire safety.
- Identifying and escalating any resourcing requirements needed to maintain, improve or restore fire safety arrangements.
- Ensuring that fire risk assessments are reviewed regularly, remain suitable and sufficient, and are reviewed promptly after significant changes, incidents, near misses, building works or changes in occupancy/use.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- Update Fire Folder with certificates for installation and maintenance of fire-fighting systems and equipment.

## 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 by the nearest safe route to the appropriate assembly point:
  - a. **Pre-Prep Car Park** for Nursery, Pre-Prep if the alarm is sounded at drop-off or pick-up time, please use the grass area adjacent to the carpark, or
  - b. **Upper Tennis Courts** for Upper School and Middle School pupils/staff.
4. Do not take anything with you, and do not allow the pupils to take anything. Shut doors and windows behind you.
5. 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.
6. Any pupil, member of staff or visitor who may need assistance to evacuate safely must have an appropriate Personal Emergency Evacuation Plan (PEEP) or temporary evacuation

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- arrangement. This includes those with impaired mobility through injury, disability, sensory impairment, medical need or any temporary condition affecting safe evacuation.
7. 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 in order to report the pupils are all present to the Head of Pre-Prep. Head of Pre-Prep will contact Fire Officer by two-way radio/mobile to state all present/check any absences.
  8. 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.
  9. Fire Marshals are to report to the School Fire Safety Officer or Head of Pre-Prep that their area of responsibility has been checked and is clear of people.
  10. Report anyone who is waiting to be evacuated from a designated refuge, anyone who may require assistance, or anyone 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 Rescue Service or the senior person present following confirmation that it is safe to do so.***
  11. 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 Operations 07754298407
  - 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 Operations 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

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- 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:**

- If a fire is identified, call 999 immediately and state: St Hugh's School, SN7 8PT, the building/location affected, any known hazards and whether anyone is unaccounted for.
- 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.

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## SUMMONING THE FIRE BRIGADE

The school fire alarm has an automatic call centre notification. If the fire alarm is triggered, the notification centre will contact one of the following personnel before notifying the Fire and Rescue Service. If the listed personnel cannot be contacted promptly, or if there is any indication of fire, smoke, explosion, risk to life or uncertainty about the cause of the alarm, the Fire and Rescue Service must be called without delay.

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

**Residential staff and service occupancy:** Where a member of staff occupies School accommodation under a separate service occupancy agreement, they may be required, as part of their residential duties, to respond promptly to fire alarm activations outside normal School hours. Their responsibility is to follow the School's fire procedures, safeguard life as the first priority, check the relevant fire alarm panel and, only where it is safe and appropriate to do so, assist in confirming whether the activation is a false alarm. If the alarm is confirmed as false and there is no sign of fire, smoke, explosion, risk to life or other uncertainty, the residential member of staff should notify the automatic call centre and request that the Fire and Rescue Service response be stood down. Prompt confirmation is required to prevent unnecessary deployment of the fire service that may lead to fines and administrative action.

The School Office is manned between 8.00am and 5.30pm during weekdays 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.
- Pavilion – inside, side entrance corridor

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

## VISITORS AND CONTRACTORS

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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**

Where a pupil, member of staff, regular visitor, contractor or other person may not be able to evacuate independently, the School will complete an appropriate Personal Emergency Evacuation Plan (PEEP), or a temporary evacuation plan where the need is short term. PEEPs will be proportionate, practical, confidential where appropriate, and shared only with staff who need the information to support safe evacuation. PEEPs will be reviewed when needs, activities, accommodation, staffing or premises arrangements change.

## **RESPONSIBILITIES & TRAINING OF TEACHING STAFF**

All teaching and support staff receive fire safety information and instruction at induction, with periodic refresher training thereafter and whenever new or changed risks are introduced. The Head of INSET training keeps records of training. Staff with specific duties, including Fire Marshals and boarding staff, receive role-specific instruction and participate in drills and reviews.

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.**

**In the event of a fire alarm or actual fire, protection of life takes priority. Fire Marshals and staff with designated sweep responsibilities are expected to check their allocated areas where it is safe to do so, including toilets, changing rooms, showers and boarding areas. Staff should announce themselves clearly before entering where practicable, should work in pairs where feasible, and should withdraw immediately if there is any sign of smoke, fire or danger. Staff must not put themselves at risk and must report any unchecked area or person awaiting assistance to the School Fire Safety Officer, HM or most senior person present for onward briefing to the Fire and Rescue Service.**

## **FIRE PRACTICES**

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We hold at least two 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. Drills should test realistic arrangements across different times and areas of the School, including boarding where applicable. Each drill is recorded, reviewed and followed up so that any weaknesses in evacuation, communication, roll call, visitor accounting or Fire Marshal procedures are corrected.

## **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, defects and remedial actions are recorded. The Bursar ensures that competent contractors are appointed, where required, to carry out:
  - Periodic professional inspection and servicing of fire detection and warning equipment in line with the fire risk assessment, manufacturer's requirements and relevant British Standards.
  - Periodic servicing and testing of alarms, smoke detectors, emergency lighting, fire extinguishers and other fire safety systems and equipment, with records retained.
- 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.

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## **Electrical Safety**

- The School maintains current electrical inspection and test records for its buildings and uses competent electrical contractors to inspect and maintain electrical installations in accordance with applicable standards, including BS 7671 where relevant.
- 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**

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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 reviewed at least annually and more frequently where required, including after significant building works, changes in use or occupancy, fire incidents, near misses, enforcement action, changes to guidance or legislation, or where a drill or inspection identifies a material concern.

Copies of St Hugh's School's fire risk assessments are held on Office 365 in the Health and Safety Review section for staff to read, together with this document. Heads of Department should ensure that they and their departments read the sections relevant to their areas and implement any required actions. Comments, concerns, defects or suggestions for improvement should be reported promptly to the School Fire Safety Officer, Estates Manager or Bursar, and actions should be recorded and tracked to completion.

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## ST HUGH'S SCHOOL

### **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 danger 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.
- When the fire alarm sounds:
  - **Upper School and Middle School** evacuate to **Upper School Tennis Courts**
  - **Nursery and Pre-Prep** evacuate to **Pre-Prep 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 and visitors will be checked against the digital sign-in system by a senior member of staff.
- If a pupil, member of staff or visitor cannot be accounted for, the senior member of staff on duty will immediately inform the School Fire Safety Officer, HM or Fire and Rescue Service. No one should re-enter or sweep an area where doing so would place them at risk.
- The Estate Manager will attempt to validate the emergency alarm.
- The FIRE SERVICE is to be summoned at the discretion of the senior person present.
- The Fire Service will be met by the Bursar and/or Estate Manager as appropriate and will be briefed on:
  - Location / buildings / floor plan of school
  - Fire Protection Control Panels
  - Mains water intake
  - Electricity supply
  - Gas supply

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- When it is safe to do so, pupils, staff and visitors will be given the all-clear to re-enter buildings by the senior member of staff present.

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