SHREWSBURY HOUSE SCHOOL TRUST

FIRE SAFETY POLICY

Policy owner:	Trust Operations and Transport Manager
Approved by:	Bursar
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Introduction

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of each of the Schools in ensuring that staff, pupils (including EYFS), visitors and contractors working on site do not add to the fire risk and through the safe evacuation of our buildings if a fire breaks out. The Fire Safety Policy, procedures, and risk assessments at each individual school site within the Trust are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

Shrewsbury House School Trust is a responsible employer and takes our fire and safety duties seriously. We have formulated this policy to help us comply with our legal obligations to staff, children, and visitors under the Fire Safety Order (2005). These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. Our priority at all times is the safety of individuals.

Scope of Policy

This Policy covers all Shrewsbury House School Trust Sites, including Shrewsbury House School (SHS) main site and the SHST Sports Ground (SHSG), Shrewsbury House sports field pavilion at Milbourne Lane and The Rowans School (TRS). This Policy is applicable to all pupils, including those in the Early Years Foundation Stage (EYFS). It should be read in conjunction with the EYFS Policies for TRS and SHS.

Key Appointments:

- Fire Safety Officer – a member of the SLT at SHS / Maintenance Assistant at TRS
- Fire Marshalls – trained members of staff at each of the Schools

This policy contains sections:

Section 1 - Fire Emergency Evacuation Plan
Section 2 - Fire Safety
Section 3 - Fire Procedures
Section 4 - Fire Risk Assessments

Section 1 - **FIRE EMERGENCY EVACUATION PLAN**

Fire Alarm

On the main school sites, the fire alarm is a long continuous ringing of a sounder or bell caused by the cover being broken at a call point, or if triggered by a smoke or heat detector. At SHSG, the alarm is raised by pressing a call point in the main pavilion or the changing rooms building if the sounder has not automatically triggered due to the location of the fire. At the sports field in Esher, the alarm is raised by using an emergency horn.

If you discover a fire:

- Operate the nearest alarm by pressing hard against the glass or warn people of the fire by shouting “Fire, Fire, Fire”.
- Immediately vacate premises with your class, collecting an emergency radio as you leave if there is one in close proximity.
- If possible close windows on leaving a room and close the door behind you when evacuating the building.
- Assist in the evacuation of the building by the nearest available exit.
- Ensure assistance is provided to any disabled or temporarily disabled person(s) and if necessary, that the disabled person is located in a refuge area.
- Ensure that one staff member walks behind the class.
- No one should attempt to use a fire extinguisher unless he or she has been trained in its use.
- Report to the assembly point for a roll call.
- If you are with a visitor, ensure they accompany you.
- Do not re-enter the building until told to do so by the SLT.

If you hear the fire alarm:

- Immediately vacate premises with your class, collecting an emergency radio as you leave if there is one in close proximity.
- If possible close windows on leaving a room and close the door behind you when evacuating the building.
- Report to the assembly point for a roll call.
- If you are with a visitor, ensure they accompany you.
- Do not re-enter the building until told to do so by the SLT.

Fire Wardens – on hearing or setting off the alarm:

Encourage everyone around to evacuate as quickly as possible.
Check all rooms are empty.
Facilities Team to confirm with SLT that all buildings are clear and safe to re-enter

Emergency Fire Drills

There are fire practices on each school site at least once a term to ensure staff members and pupils are familiar with the Emergency Evacuation Procedure, as well as ensuring that staff members are aware of their obligations to visitors and contractors working on site in the event of an emergency fire evacuation.

Staff Training

Staff training is undertaken as part of the initial induction of a staff member and periodically through the Fire Emergency Evacuation Drills, when feedback is provided to individuals on areas for improvement. Formal training on general fire risk management awareness is provided by external professionals and is renewed every three years.

Tutors / Class teachers remind at the beginning of each term, the key guidelines pupils must follow in the case of the fire alarm sounding:

1. Follow the signs to the nearest fire exit in an orderly manner.
2. The location of alarm points and what to do if they discover a fire.
3. The location of the Fire Assembly Point and the roll-call procedures.
4. The general procedure is: keep calm, listen to instructions, walk single file, maintain silence, do not return to collect personal possessions.

All Staff should:

- Be familiar with both fire and emergency radio procedures.
- Be aware of emergency radio locations.
- Know where alarm points are.
- Know where the nearest extinguisher is.
- Know exit routes.
- Be aware of any particular needs if they are responsible for any disabled or temporarily disabled person(s).
- Be aware of obligations to visitors and contractors when applicable.

Fire System Check

The system is routinely checked throughout the year, including a weekly fire sounder check, using a different call point for each successive test, on each site.

Emergency Evacuation Notice - Guidance

Notices are displayed in every classroom and include some of the key points from the wider guidance below:

1. If you discover a fire, break the cover in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. The school office, facilities or a member of SLT will contact the emergency services
3. If a two way radio is at your location please take it with you and ensure that it is switched on and tuned to the emergency channel, detailed on the front of the radio.
4. If you are responsible for a class, make them leave quietly with you. Pupils should walk in single file, and no one should talk or run. Make your way to the Assembly Point on:
    - The All-Weather Surface (AWS) at SHS;
    - The Tennis Court at TRS; you may be required to evacuate the premises and go to the Rugby Club in Barham Road, SW19, should the dynamic risk assessment dictate.
    - The opposite end of the sports field to the pavilion at Milbourne Lane Sports Field;

- The sign-posted corner of the field at the SHSG.

5. If you are teaching a class, do not allow the pupils to take anything with them.
6. If possible close windows on leaving a room and close the door behind you when evacuating the building.
7. Help those of limited mobility evacuate the building or to move to a refuge area.
8. The appointed member of staff at each site will share the pupil/staff/visitors registers for that day, which will include pupil/staff absences. At SHS the automated staff register, created by the access control system is emailed to an appropriate member of staff.
9. Take the register of your class as soon as you reach the Assembly Point.
10. Report anyone who is missing immediately to the Executive Head or a member of the SLT and the School Fire Safety Officer who will inform the Fire Brigade. ***Never return to any building until given permission by the Fire and Emergency Services or the SLT.***
11. Remain at the Assembly Point with your pupils until the all clear is given.
12. The site will be closed once an alarm is activated and anyone present on site will be asked to remain until an all clear has been given by the Executive Head, Head or nominated deputy.
13. Marshalls will be located on any entrance or exit to the sites, preventing vehicles and pedestrians from entering.

Fire evacuation procedures remain the same at other Trust sites where building density is lower (Shrewsbury House sports field, Esher and SHSG). Evacuation points and specific site arrangements are advertised on the relevant site on Fire Action Notices. These arrangements include coordination of visitor evacuation and site access.

All contractors and visitors are to be shown the following notice before they start work:

- 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.
- Make your way to the assembly point.
- Do not take anything with you.
- If possible, shut doors and windows behind you.
- The School Office will summon the Emergency Services if the alarm sounds.
- Muster to the side away from the classes and staff, next to the cricket nets.
- The School Office will provide copies of the visitor's book to SLT and facilities, who will cross-check with contractors on site.
- Immediately report anyone who is waiting to be evacuated from a designated refuge, or who is missing, to the Executive Head and Fire Safety Officer who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services, the SLT or the Fire Safety Officer
- Remain at the assembly point until the all clear is given.
- No one should attempt to use a fire extinguisher unless he or she has been trained in its use.

Section 2 - **FIRE SAFETY**

Role of the Fire Safety Officer

The Facilities Team is responsible for ensuring that:

- The Fire Safety Policy is communicated to the entire Trust community;
- The Fire Safety Policy is kept under review by Governors, the Trust Health & Safety Committee and the SLT at each site;
- Everyone on each site is given clear instructions on where they should go in the event of fire;
- Procedures for emergency evacuation are regularly tested; a report on the evacuation outcomes is collated by the Facilities Team with any improvements identified. The report is forwarded to the Chair of the Governor Legal & Estates Committee. Any learning points in the report are raised at the weekly staff briefing, the minutes from which are sent to all Trust staff. The report is reviewed at the next meeting of the Trust Health & Safety Committee (which meets every term);
- Records are kept of the fire induction training given to new staff and pupils;
- Procedures and arrangements 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;
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

Fire Marshals

The school is divided into a number of areas. Each area has a nominated marshal, who will clear the area in the case of an alarm and report their findings to the Executive Head/Head.

If a warden is not on site and so will be unable to clear their area, they must inform the Fire Safety Officer at the earliest opportunity. The Fire Safety Officer will nominate one of the reserve Fire Wardens to cover that area for the period of absence.

Staff

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm. All employees are expected to co-operate fully with any procedure that may be introduced as a measure to protect the safety and wellbeing of staff, pupils and visitors.

Fire Detection and Alarm

Each part of the School premises is incorporated into the school's fire detection systems. Each School has a master panel for the alarm system. The panels show the location of a fire. They are fitted with an uninterrupted power supply (UPS). The detection equipment is maintained and regularly checked by competent persons.

The alarm can be manually activated by breaking a glass panel, and the smoke/heat detectors are automatically activated when smoke/heat builds up.

Alarms sound in all parts of the Trust's buildings. Each part of the Schools' premise has an adequate means of raising the alarm in the event of fire.

The fire alarm system in each location is to be tested weekly with the date and time (and defects) recorded. The alarm will be activated using a different activator point each week, where this is practicable. This is the responsibility of the Fire Safety Officer to conduct monthly checks of fire doors, automatic door closures and emergency lights. They are also to arrange for an ISO9001 certified/BAFE approved contractor to carry out:

- Six monthly professional check on fire detection and warning equipment;
- An annual service of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers and hoses.
- Records of all tests are kept by the Facilities Team.

Fire Fighting Equipment

- Fires extinguishers (of the appropriate type) are located in every building in accordance with the recommendations of our professional advisors.
- Fire extinguishers, and/or other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher.

Fire Prevention Measures

The School adheres to the requirements of the Regulatory Reform (Fire Safety) Order (2005).

- There are at least two escape routes available.
- Fire notices and evacuation signs are prominently displayed.
- Fire extinguishers (of the appropriate type), fire blankets and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading on to escape routes.
- The Facilities Team will unlock the buildings in the morning in normal circumstances.
- Checks are undertaken to ensure that escape routes and emergency exits are not obstructed.
- The Trust Operations Managers are responsible for:
    - Testing all fire alarms weekly (and recording all tests and defects).
    - Monthly checks of fire doors and automatic door closures.
    - Arranging the servicing of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers when required.
- A self-regulated panel monitors fire detection and warning equipment. Records of all tests are kept.
- Contractors:
    - All contractors working on site provide method statements and risk assessments before undertaking any work.
    - The correct permits, along with any other documentation requested by the individual School for additional assurance that effective fire risk management will be observed must be in place before work is allowed to commence.

- Third parties hiring the individual Schools' facilities are risk assessed and provided with the School Fire Safety instructions prior to commencing the hire. The School Lettings Agreement specifically covers third party responsibility in relation to Fire Risk Management.

Electrical Safety

- Each of the schools has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations (all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations).
- Regular portable appliance testing takes place by an approved contractor.
- All Scientific and DT equipment is switched off at the end of the school day (where applicable).
- All computers, projectors, printers, and electronic whiteboards have been set to switch to standby mode automatically every evening and during holidays and weekends.
- The Catering Manager checks that all kitchen equipment is switched off at the end of the day.
- Emergency lighting is installed in the school where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits.
- Battery operated emergency lighting will be tested monthly (charge and illumination) and an annual full discharge test by a competent contractor.
- Records of testing and servicing of emergency lights, along with all other electrical tests and records will be maintained by the Facilities Team.

Lightning Protection

All buildings have a certified lightning protection system. It is tested annually by a specialist contractor. Records of all tests are kept by the Facilities Team.

Gas Safety

- All gas appliances (boilers, kitchen equipment, where applicable etc.) are regularly maintained and serviced by Gas Safety Registered Engineers. Records of all tests are kept in the Facilities Teams' Office.
- Landlord's gas safety certificates are held for all school domestic accommodation.
- All kitchen equipment is switched off at the end of service, (SHS only).
- All laboratories are checked daily to ensure that the central gas supply is turned off, (SHS only).

Safe Storage

All flammable materials used in teaching or maintenance where applicable are locked in purpose-made, flame-proof containers when not in use.

Rubbish and Combustible Materials

Flammable rubbish is stored in secured rubbish compounds at each site, and emptied frequently. Combustible materials used in teaching, catering, maintenance, grounds, and caretaking are stored in flame proof cupboards.

Letting or Hiring of the School

Our standard contractual terms that we use for letting and hiring the school covers fire safety and

specifies that the hirer should certify that he/she has read and understood the school's Fire Safety Policy and Procedures. A member of the Estates staff is always on call when the school is let or hired for an outside function or event.

Section 3 - **FIRE SAFETY PROCEDURES**

The following procedures are in place to ensure high standards of fire safety:

- Fire risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are any other changes that will impact on them. These may include alterations to the premises or new work processes. Fire risk assessments are carried out by the external consultants.
- Notices are displayed in each building of the School premises detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency. Evacuation procedures are posted prominently in every corridor next to the fire alarm call point.
- All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked weekly. These means of escape will be clearly signed with pictograms. The means of escape will be regularly inspected by the Fire Wardens to ensure they are kept clear of obstructions and tripping hazards.
- Training will be provided as necessary, to any staff given extra fire safety responsibilities, such as Fire Safety Officer / Fire Wardens.
- All staff take an online training course 'Health & Safety in Education - Staff Awareness' which includes fire safety and procedures.
- All fire extinguishers will be serviced and maintained annually by a suitable contractor. If any employee notices defective or missing equipment they must report it to the Fire Safety Officer.
- Alarms are checked 6 monthly by a suitable contractor and weekly by the Fire Safety Officer.
- Emergency lighting is checked annually by a suitable contractor and monthly by the Fire Safety Officer.
- Records are kept of training; inspections; evacuations and maintenance of systems and equipment are kept by the Fire Safety Officer.

Briefing new staff and pupils

All our new staff (teaching and non-teaching alike) and all new pupils, including EYFS pupils, are given a briefing on the School's emergency evacuation procedures when starting at their School. New staff members also are given a tour of their School as part of their Induction Programme.

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. No one should attempt to use a fire extinguisher unless they have been trained to do so.

All employees will be kept informed either directly or via their line manager of any relevant changes to fire safety procedures or fire risk assessments.

Visitors and Contractors

All school visitors and contractors are required to sign in on their arrival at the School Office or Gate House (this includes Visiting Music Teachers and third parties who run after-school clubs). All visitors are issued with a Visitor Badge which must be worn at all times during their visit. Fire Safety instructions are included on the back of the Visitor's Badge. Visitors to the School are always accompanied by a member of staff. Visiting Music Teachers and third parties who run a club after school are identified by a lanyard provided by the School.

When large numbers of visitors are at the individual Schools for plays or concerts 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. Fire Safety instructions are also included within all programmes of school events (both on-site and off-site) and clarity is provided that the staff are responsible for the safe evacuation of the pupils.

All contractors sign in with a member of the Facilities Staff, including during the holiday periods. They are provided with appropriate fire safety instructions and the Facilities Staff understand their responsibilities for the safe evacuation of all contractors on site.

All external exits (doors and gates) with access control, will release in the event of an alarm at all sites.

Disabled Staff, Pupils, Visitors & Contractors

An induction on fire safety for disabled pupils/staff (and their carers) is undertaken when relevant. When a staff member or pupil becomes 'temporarily disabled' as a result of a fracture or another accident that potentially impedes their mobility, individual support plans are documented with any individual support they might require in the situation of an emergency fire evacuation.

The safe evacuation of everyone – staff, pupils, visitors and contractors alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety.

Summoning the Fire Brigade

When the fire alarm is activated, the monitoring centre calls the facilities team (all are listed as key holders) to establish if the fire brigade is required or if a false alarm. During out of hours, the monitoring centre calls the security company.

The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the front foyer at SHS, outside the School Office at TRS and inside the front door at both the pavilion and changing room buildings at SHSG. This is checked by The Fire Officer when the Fire Alarm is sounded.

The most senior staff member present is responsible for calling the fire brigade should a fire occur at SHSG (KT9 2ND) or the SHS sports field (R/O 4-12 Milbourne Lane KT10 9DX) quoting the site postcode.

Section 4 - **FIRE RISK ASSESSMENT**

All of the School premises are subject to a fire risk assessment. This is conducted by an external consultant every three years (or more frequently if significant changes are made to the interior of buildings or new buildings are bought or added) and by a suitably trained competent person, during the intervening years. Generic risk assessments are used for classrooms; but individual ones are needed for corridors, stairs, kitchens, laboratories, workshops etc. In addition, the Fire Safety Officer and members of the Facilities team check all the rooms, laboratories, corridors, stairs, sports buildings etc. each day.

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005. 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, along with progress in relation to any points to action, is reviewed by the Health & Safety Committee and the individual Schools' management team.

A copy of the fire risk assessment report for each site is available in the School office and employees' attention brought to any hazards found in the assessment.

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

Regular assessments will be made by staff, including the Fire Marshalls / Fire Safety Officer to ensure that the walkways are kept clear of obstructions and tripping hazards.

Responsibilities

- Health and Safety Governor.
- Fire Safety Officer - a member of the SLT at SHS / Maintenance Assistant at TRS.
- Fire Marshalls - trained members of staff at each of the Schools.