

FIRE SAFETY POLICY

EATON HOUSE SCHOOLS
POLICY DOCUMENT

Contents

Fire Safety	3
Role of the School Fire Safety Manager	3
Procedures in the Event of a Fire	4
Emergency Evacuation Procedures	4
Fire Warning Equipment.....	5
Fire Fighting Equipment	5
Evacuation Drills and Equipment Tests	5
Briefing New Staff and Pupils	6
Good Housekeeping	6
Visitors & Contractors	7
Disabled Staff, pupils or Visitors.....	8
Responsibilities of Teaching Staff	8
Responsibilities of Fire Wardens	8
Fire Prevention Measures	9
Fire Risk Assessment.....	11
Training.....	11

Fire Safety

Eaton House Schools ensures that the Regulatory Reform (Fire Safety) Order 2005 is complied with. It is our priority to ensure that the risk of fire is minimised by undertaking regular risk assessments, having suitable fire precaution systems in place and robust procedures for the evacuation of the building in case of a fire. The procedures are designed to ensure all pupils, staff and visitors respond calmly and effectively in the event of a fire.

Our policy is that:

- no life be put in jeopardy in anyway whatsoever
- that evacuation procedures are regularly tested
- that possessions, equipment, etc. are replaceable and no person's life or an injury to a person is worth the rescue of items
- that the responsible person will undertake a fire safety risk assessment on a regular basis
- that suitable fire precaution systems are implemented and followed
- that fighting any fire is only undertaken when there is no risk to a person or persons and that person has received appropriate training.

Role of the School Fire Safety Manager

Mr Liam Corbett is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by the SMT.
- 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 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.

Procedures in the Event of a Fire

In the event of a fire, safety and preservation of life will override all other considerations. It is the duty of all staff to study and make themselves familiar with the school's emergency evacuation procedures. As part of the regular review of the school's risk assessment, the school's arrangements for ensuring fire safety will be under continual review.

Emergency Evacuation Procedures

All new staff and pupils, all contractors and visitors are shown the emergency evacuation notice:

1. If you discover a fire, press the nearest fire alarm call point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, ensure that the class safely evacuates. The class should evacuate quietly and calmly, no running. Make your way to the assembly point. It is important for staff to be familiar with alternative escape routes if the primary route is blocked.
3. Do not take anything with you and do not allow the pupils to take anything. **Shut doors** and windows behind you if it is safe to do so, this helps slow down the fire spreading.
4. The Fire evacuation procedures states who will summon the Emergency Services if the alarm sounds.
5. If you have a disabled pupil in your class, the Personal Emergency Evacuation Plan (PEEP) must be adhered to. If they are unable to exit the building both pupil and carer/designated person should wait for evacuation in the nearest designated safe refuge if they are not able to exit the building.
6. Take the register of your class as soon as you reach the assembly point and inform the Fire Warden of any pupils/staff who may be missing.
7. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Fire Warden who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
8. Remain at the assembly point with your pupils until the all clear is given.
9. If the weather conditions are inclement a decision to move pupils to other local buildings will be taken only after the roll call has been completed. The building available for the emergency occupation is St Peter's Church, Eaton Square.

Fire Warning Equipment

The school is equipped with fire warning devices designed to activate the school's fire alarm system in the event of a fire. The warning of a fire will be a siren, which will sound continuously. Call buttons are located throughout the building. In the event of a fire, the call button must be pressed and the school fire alarm will automatically sound.

Fire Fighting Equipment

Fire-fighting equipment (commonly known as "fire extinguishers") is located throughout the school. Different appliances are designed for different applications and conditions; this will have been taken into account with respect to their siting. The main purpose of fire extinguishers is to clear a path to an exit.

Fire Marshalls receive training in the safe operation of portable fire-fighting equipment and the appropriate applications for particular items.

No attempt should ever be made to tackle a fire unless it is very minor and poses no significant threat to the occupants of the building. Fire extinguishers have annual maintenance by the designated company Johnson Controls. Any fire firefighting equipment found faulty must be reported to the Property Manager, Mr Michael Watts, or Head of Compliance, Mrs Elisabeth Milton immediately.

Evacuation Drills and Equipment Tests

We hold at least one fire practice every term at Eaton House Schools. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Wardens in every building helps to ensure that the school can be safely evacuated in the event of a fire. The fire alarm is tested weekly to check that the system works and is tested on the same day and time each week to avoid confusion for staff.

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 on their first day at Eaton House Schools. New staff and pupils are shown where the emergency exits and escape routes are located, and there is a walk round to the outside assembly points. 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. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and pupils alike, is the school's priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer fire awareness training to all staff through our policy newsletters and any relevant training that is required. We also offer regular refresher training when required.

Good Housekeeping

Staff should follow good housekeeping practices, including those listed below, which can eliminate or reduce many fire risks.

- a. Sources of ignition should be controlled. Heaters should not be covered up and electrical sockets should not be overloaded
- b. Portable electrical equipment should be checked annually
- c. Rubbish should not be left lying around
- d. Care should be taken to avoid large flammable displays along escape routes
- e. Escape routes should always be kept clear and fire exit doors never blocked. It is everyone's responsibility to either clear or report any objects that may be blocking the escape routes/doors
- f. Outside rubbish should always be stored in a secure, locked compound located away from the building
- g. To prevent arson, a high priority is placed on outside security

Visitors & Contractors

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 when on school property. They are made aware of the emergency evacuation notice 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

We have a one to one induction on fire safety for disabled pupils, staff, visitors and responsible LSA's, and designated staff who will assist in the event of a fire evacuation. A personal evacuation plan (PEEP) is completed and agreed for disabled staff and pupils who are wheelchair bound, pupils or staff who are on crutches or anyone who would have difficulty exiting the building in an event of an emergency.

We have designated safe refuge points, with signs advising of their location, (usually in a stair well). When the fire alarm is sounded, it is the responsibility of the staff member who has been appointed to assist the wheelchair bound person, to evacuate to the refuge point and wait for rescue. The teacher will ensure that the name of the disabled person and the appointed staff member, together with the location of their safe refuge point, are passed to Fire Wardens as soon as he or she reaches the assembly point. It is the responsibility of Fire Warden to ensure that this information is passed as soon as possible to the Fire and Emergency Service.

Responsibilities of Teaching Staff

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 name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Fire Warden. It is the responsibility of the Fire Warden to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

On no account should anyone return to a burning building.

Responsibilities of Fire Wardens

We have an adequate number of Fire Warden for each side of the building. All Fire Wardens are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Fire Wardens receive regular refresher training.

Fire Prevention Measures

We have the following fire prevention measures in place at Eaton House Schools:

Escape Routes and Emergency Exits

- There are evacuation routes out of the back and front of the building
- Fire evacuation maps are displayed in every room
- Fire evacuation notices are displayed in the corridors and stairwells.
- Fires extinguishers (of the appropriate type), smoke/heat detectors and fire alarm call points are located in every building in accordance with the recommendations of our professional advisors.
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes where appropriate.
- The master panel for the alarm system is located at the entrance by reception. The panel would show the location of the fire.
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times. The maintenance team is responsible for unlocking the buildings in the morning, s/he removes bolts, padlocks and security devices from all emergency exits, checks fire extinguishers are in place and not obstructed in any way. Checks that escape routes are not obstructed, that the emergency light work and the electrical alarm system is live and faults are reported. This is recorded on school forms.
- The Head Teachers also checks to ensure fire escape routes are clear.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the maintenance team,
 - Weekly test of the alarm system using the special key to operate a different call point each week.
 - Ensure that all the sounders operate and can be heard in all parts of the premises.
 - Monthly checks of emergency lighting and check batteries for signs of corrosion or leakage.
 - Weekly checks of the safety evacuation chairs ensuring batteries are fully charged.
 - Each term test and check any electromagnetic fire door hold-open devices, automatic door closures.
 - Perform visual checks of electrical equipment
 - Annual checks are done under contract (ISO9001 certified/BAFE approved contractor to carry out:
 - An annual service of alarms, smoke detectors, emergency lights and fire extinguishers
 - Electrical equipment to be examined and tested.
- Records of all tests are kept on the school admin computer system.
- Gym “crash” mats are treated with fire retardant spray.
- Plans showing the location of fire hydrants, gas and electricity shut off points are displayed in display holders in the reception office.

Electrical Safety

- The School has current electrical test certificates for its building. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations.
- Regular portable appliance testing takes place.
- Records of all tests are kept on the School admin computer system.
- The staff ensure that all Science and DT equipment is switched off at the end of the school day.
- All computers, projectors, printers and electronic whiteboards must be switched off at the end of each day.
- The Catering Manager checks that all kitchen equipment is switched off at the end of the day.

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 school admin computer system.
- All kitchen equipment is switched off at the end of service.

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

- Flammable rubbish is stored outside the buildings and is collected daily.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards

Fire Doors

- Purpose of fire-resisting doors is to safeguard escape routes and contain fire by enclosing risk areas.
- Fire doors must not be propped open. Failure to do so would enable the fire and smoke to spread. It is also an offence under fire legislation.

Fire Risk Assessment

- 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 fire risk assessment is based on a consideration of the three things needed for a fire to ignite or burn which are:
 - A source of ignition
 - Fuel
 - Oxygen
- Mr Liam Corbett, Bursar, Mrs Elisabeth Milton, Head of Compliance and Mr Michael Watts have been trained in fire risk assessments and have conducted risk assessments of all the room, laboratories, corridors, stairs, etc. of Eaton House Schools. The fire risk assessment is updated each term and when there is a significant change to the interior of buildings, or new buildings are bought or added.

Copies of Eaton House School's fire risk assessments are in the health and safety section of the school's website for all staff to read, together with this document. A policy newsletter is also sent out which notes health and safety items including fire safety procedures. Health and safety is also on the weekly staff meeting agenda. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

Training

Fire wardens complete annual Fire Warden in Education training through the iHasco e-learning platform. In addition the Bursar, Head of Compliance, Property Manager, maintenance team and Deputy Head complete Fire Marshal training with Aid Training.