

# EATON HOUSE SCHOOLS

# FIRE

# SAFETY

# POLICY

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POLICY DOCUMENT

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# Introduction

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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 fire risk assessments, having suitable fire precaution systems in place and robust procedures for the evacuation of the building in the event of a fire. The procedures are designed to ensure all pupils, staff and visitors respond calmly and effectively in the event of a fire.

# Objectives

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Our objectives are:

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

# Roles and Responsibilities

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The Principal has overall responsibility for fire safety and delegates day to day responsibility for the following tasks to the Bursar. The Bursar will delegate these duties as they see fit.

- There are suitable and sufficient measures in place to reduce the risk of fire.
- Effective means of escape are in place
- Fire detection and warning is in place
- Fire fighting equipment is in place
- Instruction and training is provided to staff, visitors, contractors and pupils.
- The fire safety policy is reviewed annually by the Senior Management Team and is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Procedures and arrangements for emergency evacuation are tested termly, lessons learnt and records kept.
- Fire risk assessments (FRAs) have been carried out and remedial actions planned. FRAs are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired
- Fire prevention measures are meticulously followed.

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- Certificates for the installation, service, maintenance and testing of fire-fighting systems and equipment are recorded.
- Risks from substances hazardous to health are reduced so far as reasonably practicable. The safe handling, storage and disposal of these substances are maintained
- Hot works must be assessed if being carried out by a contractor and a hot works permit must be in place.
- Safe evacuation is arranged for all, with special consideration given to the young and those with disabilities, whether visible or invisible, permanent or temporary. For those with temporary or permanent disabilities, a personal emergency evacuation plan (PEEP) shall be put in place.
- Adequate number of fire marshals are recruited and trained.

All staff have a responsibility to:

- Be familiar with the fire safety policy and evacuation procedures
- Cooperate with the responsible persons for fire safety.
- Report any defects with firefighting equipment.
- Report any concerns that may interfere with fire safety such as blocked fire routes, unsafe storage of dangerous products, combustibles stored near ignition sources.
- Ensure they do not create fire risks by poor housekeeping, using cable extensions that aren't fully extended, plugging radiators into extension leads, do not block fire exits or fire-fighting equipment,
- Evacuate the building leaving all belongings behind.
- Not re-entering the building until told it is safe to do so by the Principal/Senior Management/Bursar/Fire Brigade.
- Sound the fire alarm if discovering a fire.
- If listed as a named buddy on a personal emergency evacuation plan (PEEP), to assist that person with a safe evacuation.
- Ensuring contractors and visitors evacuate promptly to the nearest assembly point.

Teaching staff are responsible for:

- Escorting their pupils safely out of the building in silence and in an orderly fashion.
- Conducting a headcount/register on arrival at the designated assembly point.
- Informing the Principal/Senior Management/Bursar of any missing persons, and if known, their location.
- Not re-entering the building until told it is safe to do so by the Principal/Senior Management/Bursar/Fire Brigade.
- If working with theatre scenery and props ensure they are sprayed with fire retardant spray. This must be recorded.

Fire marshals are responsible for:

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- Carrying out a full systemic sweep of their allocated zone, asking any remaining persons to leave the premises.
- Reporting to the Principal/Bursar of the zones clear or, if persons are present, their name and location.

Pupils are responsible for:

- Evacuating safely, silently and promptly, following the instructions of staff at Eaton House Schools.
- Remaining quietly in form groups at the emergency evacuation assembly point until told it is safe to re-enter the building.

Maintenance staff are responsible for:

- Unlocking the buildings in the morning, removing bolts, padlocks and security devices from all emergency exits,
- Check fire extinguishers are in place and not obstructed in any way.
- Checks that escape routes are not obstructed,
- Check emergency lights are work
- Check the electrical alarm system is live and faults are reported.
- The Head Teachers also check to ensure fire escape routes are clear.
- Weekly testing of the alarm system using different call points 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 prior to use.
- Keep records of all tests and checks and provide the compliance manager with copies.
- The maintenance team will spray displays in corridors with fire retardant spray. Teachers must inform the maintenance team if the display boards are updated. The display content and date of application of the fire-retardant spray must be recorded.
- The maintenance team are responsible for ensuring that all gym crash mats are sprayed with fire-retardant spray. The mats should be labelled and the dates of application of the spray recorded.

The drama technician is responsible for:

- Ensuring that all theatre scenery and props is sprayed with fire retardant spray, working in collaboration with the class teachers. This must be recorded.
- The drama technician is responsible for ensuring the stage curtains have been sprayed with fire retardant spray. This must be recorded.

Full emergency evacuation procedures are recorded separately.

# Procedures when hearing a fire alarm

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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 schools' emergency evacuation procedures. As part of the regular review of the schools' risk assessment, the schools' arrangements for ensuring fire safety will be under continual review.

On hearing a fire alarm, all staff must:

- Immediately evacuate by the nearest safest route (not your usual route)
- Teachers to assist children evacuating. Support staff to Carry out marshal duties, if applicable
- Leave all belongings behind
- Staff to accompany visitors/contractors out of the building
- Close doors and windows behind you, if safe to do so
- Do not run
- Do not use lifts
- Keep calm
- Go to assembly evacuation point
- Teachers to take register
- Any missing persons, report to Senior management
- Follow any instructions from evacuation co-ordinators/fire marshals
- Do not re-enter buildings until given the all clear by the fire duty officer

# Procedures when discovering a fire

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Should a member of staff, pupil, visitor or contractor discover a fire, the following procedures should be followed:

- Sound the alarm by pressing the nearest alarm call point
- Call 999 and inform them of the location of the fire and if known the cause and hazards e.g. electrical, chemical
- Leave all personal belongings behind.
- If a small fire and trained to do so, use a fire extinguisher to extinguish the source
- Evacuate the building, shutting all doors and windows, if safe to do so
- Do not use lifts
- Go to the assembly point and report to the most senior person

# Fire Risk Assessment

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Eaton House Schools will arrange an external fire auditor to carry out an FRA every three years.

The fire risk assessment (FRA) will identify the hazards and risks associated with fire and an action notes all remedial works planned to reduce risks as far as reasonably practicable. The action plan is a working document throughout the year.

The maintenance team will carry out regular assessments ensuring walkways are kept clear of obstruction and tripping hazards.

All staff have a responsibility to notify the compliance manager and maintenance team of any defects to fire equipment, blocked routes or exits and blocked access to fire extinguishers.

Health and safety (including fire) is on the weekly staff meeting agendas. 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.

# Fire Warning Equipment

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The school is equipped with fire warning devices such as smoke and heat detectors that are 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, or in some locations, there are flashing red beacons.

Call points are located throughout the building. In the event of discovering a fire, the call point must be pressed and the school fire alarm will automatically sound.

The detections systems and call points must be maintained regularly and checked by competent persons. Records of this must be kept.

The fire alarms must be tested weekly by the maintenance team, this includes during school holidays. Records must be kept.

# Fire Fighting Equipment

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Fire-extinguishers are 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. There are signs adjacent to the fire extinguishers clearly identifying what type of fires they can and can't be used for. The main purpose of fire extinguishers is to clear a path to an exit.

Fire Marshals receive online training in the safe operation of portable fire-fighting equipment and their correct use.

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 an appointed contractor. Any fire firefighting equipment found faulty must be reported to the Estates Manager, and Compliance Manager immediately.

Fire ansuls are in place in the kitchens and these are serviced annually by competent contractors and records must be kept.

Dry risers must be serviced annually by competent contractors and records must be kept.

# Emergency Lighting

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Emergency lighting is installed in stairs, passageways and emergency exits and will illuminate these areas in the event of a mains power failure. Maintenance staff carry out flick testing each month and contractors carry out a full discharge test annually. Any noted remedial works must be actioned following testing.

# Training

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All staff, at induction, are informed of what action to take if they discover a fire and how to activate the alarm and what to do on hearing a fire alarm. Fire drills are carried out termly.

Staff are informed of fire exits and routes during induction and these are clearly shown on notices in classrooms, offices and corridors.

Staff must complete an online training module on fire safety awareness in education every three years.

Pupils are informed of fire exits and routes during their first day of summer term, or first school day.



Fire safety announcements must be stated at the start of any plays, open days, public events, etc.

Fire Marshals complete Fire Marshal in Education training through the iHasco e-learning platform. Additional fire marshal training applicable to Eaton House Schools is also given by the Compliance Manager. This is refreshed every three years.

## Evacuation Drills

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We hold at least one fire drill every term at Eaton House Schools. This is combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshal in every building helps to ensure that the school can be safely evacuated in the event of a fire.

## Briefing New Staff and Pupils

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All our new staff (teaching and support staff) 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. We show them where the emergency exits and escape routes are located. Fire action notices are displayed on the walls of rooms and 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 informed how to activate the fire alarms if they see or smell a fire/smoke.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer fire awareness online training to all staff and keep staff informed of any H&S and fire updates during weekly meetings.

## Visitors & 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 when on school property. Visitors and contractors should be made aware if there is a planned fire drill or not for that day. The majority of times a visitor or contractor will be escorted and they should be advised to follow the directions of their host in the event of a fire alarm.

For visitors and contractors whom are not escorted, they should be made aware of the evacuation assembly points and should be inducted in what to do in the event of hearing a fire alarm and what to do in the event of discovering a fire.

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. It is important to know how many disabled people are present at any time and their level of disability. In these instances a standard Personal Emergency Evacuation Plan (PEEP) should be used and advertised.

We should enquire whether a visitor or contractor has a need for a personal emergency evacuation plan when using our premises.

## Personal Emergency Evacuation Plans (PEEPs)

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Where there are disabled persons, whether the disability be visible, invisible, permanent or temporary (due to a specific injury), and those with special needs use the premises, Eaton House Schools will make specific arrangements to ensure the safe evacuation of those personnel ensuring discussions consider their equalities and dignity. In most circumstances, these people may be able to evacuate themselves with some minor adaptations.

Some examples of people who may need a PEEP are: wheelchair users, those using crutches or walking sticks, blind, deaf, heart or lung conditions, broken bones/torn ligaments, pregnant staff, dyslexia and anxiety conditions. This list is not exhaustive.

A personal emergency evacuation plan (PEEP) must be completed and agreed for personnel who would have difficulty exiting the building in an event of an emergency.

Once the PEEP is agreed, there will be 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.

The appointed persons listed on the PEEP are trained to assist the person noted in the PEEP with the appropriate measures.

In the event that the use of the fire safety evacuation chairs/stair climbers are needed, assigned buddies will be trained on how to use them safely. Safety evacuation chairs have a weight limit of 158 kg. The safety evac chairs must always be placed at the highest point where a disabled person may need them as it is easier to carry down the stairs than up. There must be practice runs with the disabled person as soon as it is notified in the PEEP and prior to any drills taking place. This is to ensure that the person will remain calm during evacuation and know what to expect. The trained personnel should regularly remind themselves how to use the chair. The electronic evacuation chairs can be used to go either up or down stairs. They must be charged monthly, usually on the first of the month or nearest day if the first falls on a weekend or public holiday.

Permanent disabled persons must have their PEEPs reviewed annually at a minimum, sooner if circumstances change.

Temporary PEEPs can be assigned for as long as needed and once there is no further need for them, they may be deleted.

The time required to evacuate a disabled person should be identified. Whilst it is not automatically required for disabled persons to wait for the main flow of escape, if it is considered that they are likely to cause obstruction for other people or there might be a risk of injury to themselves and/or of others, it will be safer for everyone to allow the main flow of people to pass first.

A refuge area is a safe refuge that is fire protected and is clearly signed. There are designated safe refuge points at Eaton House schools, (usually in a stair well) where personnel may wait until further assistance arrives. It is Eaton House Schools' responsibility to ensure all personnel are evacuated and no one is left in refuge areas.

## Fire Prevention Measures

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

### Fire Alarm Systems

- A central alarm panel identifies the location of a fire.
- Alarms sound, or beacons flash in all parts of the building to alert occupants of a fire.
- Fire routes and exits are kept clear at all times..

### Fire Doors

- Fire-resistant doors are used on fire escape routes and in plant rooms, DT and science labs.
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes.

### Fire Systems and Fire Fighting Equipment

- All fire systems and fire fighting equipment is checked as per statutory requirements. Records of all tests are recorded.
- Fire 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.

### Fire Escape Routes

- There are at least two escape routes from every part of all buildings
- Fire evacuation maps are displayed in every room, corridors and stairwells

### Electrical Safety

- Qualified electricians carry out fixed wire testing every five years and certificates retained.
- Regular portable appliance testing takes place and records kept.
- Visual electrical inspections should take place before use of electrical equipment and this must be carried out by all staff using them.

- 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.

### **Lightning Protection**

- The schools have lightning protection in place and this is tested annually by a specialist contractor. Records of all tests are kept on the school admin computer system.

### **Gas Safety**

- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers. Service reports are recorded.
- There are no gas cooking appliances in the kitchens.

### **Rubbish and Combustible Materials**

- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.
- Combustible materials should be kept away from safety shut off valves and other sources of ignition.
- All departments must ensure that Control of Substances Hazardous to Health regulations (COSHH) is followed. This includes the safe storage, transportation, use and disposal of the products.

### **No Smoking/Vaping Policy**

- Eaton House Schools follow a no smoking or vaping policy within the schools' premises.

### **Good Housekeeping**

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

- Sources of ignition should be controlled. Heaters should not be covered up and electrical sockets should not be overloaded
- Portable electrical equipment should be checked before use
- Rubbish should not be left lying around
- Care should be taken to avoid large flammable displays along escape routes
- 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
- Outside rubbish should always be stored in a secure, locked compound located away from the building
- To prevent arson, a high priority is placed on outside security
- Heaters should not be plugged into extension leads and must only be plugged into wall sockets.

# Lettings and Hires

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External clubs, lettings and hires must comply with the schools' fire policy. They must also provide the schools with their own fire safety arrangements.