



# St Hilary's School

## Fire Policy

### Including EYFS

#### 1. Introduction

St Hilary's actively promotes democracy, the rule of the law, individual liberty and mutual respect for those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Motto 'Not for oneself but for all.'

This policy sets out the approach that the school has to securing fire safety and is based on the following legislation and guidance.

- The Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations (2006 Amendment & 1999)
- Department of Communities and Local Government "Fire Safety Risk Assessment-Educational Premises."

#### 2. Responsibilities

The Governing Body is responsible for fire safety as outlined in legislation.

The Governors have appointed the Business Manager to ensure that all preventative and protective measures are in place.

Responsibilities throughout the school for fire safety are outlined below.

##### **Board of Governors**

Consider and agree financial resources for any fire precautionary measures outlined in legislation and British Standards.

##### **The Headteacher**

- Ensures that all staff have received adequate training and instruction in fire safety.
- Reports the record/audit of fire drills to the governing body via the Health and Safety sub- committee.

### **The Business Manager:**

- Ensures that a suitable and sufficient fire risk assessment is undertaken and reviewed.
- Ensures that fire prevention and fire precautions are implemented.
- Organises the maintenance and testing of the fire alarm system and emergency lights.
- Organises a fire drill and documents any findings of the fire drill.
- Keeps training records, records of fire practice drills.
- Keeps certificates for installation and maintenance of fire-fighting systems and equipment.
- Acts as the Competent Person to assist in the taking of preventative measures
- Ensures that sufficient staff are trained as Fire Marshals

### **The Site Manager:**

- Ensures that regular testing of the call points and emergency lights are undertaken and recorded.
- Has a system for checking/maintaining clear emergency routes and exits (with doors opening in the direction of escape), signs and notices, fire detectors, alarms and extinguishers.

### **Competent Person:**

The school has a competent person (with sufficient training, experience and knowledge) to assist in the taking of preventative measures. These are to include firefighting and evacuation. The Competent Person trains as a Fire Marshal and this is refreshed every three years. Currently this is the Business Manager.

### **Fire Marshals:**

The school has at least 2 fully trained Fire Marshals who are not class or form tutors. Currently this is the Business Manager, IT Manager and Site Manager. There are also other Fire Marshals who are class or form tutors. Their role is to ensure that the building is evacuated calmly, that all pupils and staff are accounted for and that correct procedures are followed.

### **All Staff:**

- Attend fire training sessions as required by the school.
- Ensure that the means of escape within their classroom / office / workshops are kept clear of any obstructions.
- Report any structural defects to the Business Manager which may affect the fire safety of the building.
- Assist pupils as appropriate in any fire evacuation.

### **3. Management Arrangements for Fire Safety**

#### **Fire Risk Assessment**

Governors ensure that a suitable and sufficient fire risk assessment is undertaken on the school premises and that the findings of the assessment are implemented. This risk assessment will be reviewed annually and if there are any structural changes to the premises.

#### **4. Fire Prevention**

The school takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Business Manager, Site Manager and Heads of Department will: -

- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc.).
- Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by.
- Maintain awareness through training and refresher training of the preventative steps that need to be taken.
- Consult regularly with the Fire Marshals.
- Include fire prevention and evacuation procedures during the induction process with all new starters
- Pay close attention to the activities of contractors as appropriate.

#### **4.1 Electrical Safety**

Arrangements are in place to ensure that the fixed electrical installations wiring of the school is inspected on a 5 year rolling programme. All portable electrical equipment is subjected to a 2 yearly portable appliance test.

#### **4.2 Gas Safety**

All gas equipment is subject to an annual inspection by a Gas Safe registered engineer.

#### **4.2 Storage of hazardous substances**

All flammable substances such as science chemicals; fuel and maintenance products are stored in 30-minute fire resistant cabinets. The location of such storage is marked on the fire plan of the building.

## **5 Means of Escape**

The school provides adequate means of escape throughout its premises.

In the main house this is provided by a number of fire exit doors on the ground floor. From the 1<sup>st</sup> floor there are three external fire exits; route from corridor outside Year 6; through 4CM classroom; through 4CP classroom.

All staircases and doors opening onto the protected routes are so designed that they prevent the spread of fire for 30 minutes. This includes the provision of door closures where necessary.

All fire escape routes are provided with adequate emergency lighting as identified by the fire risk assessment.

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.

Personal evacuation plans are in place for pupils with physical or special educational needs.

## **6 Firefighting equipment**

The school provides a suitable number of fire extinguishers and fire blankets as determined by the school's fire risk assessment. All fire extinguishers are checked by a specialist contractor on an annual basis. Nominated staff receive training on the use of fire extinguishers at regular intervals.

## **7 Fire Detection**

As determined by the risk assessment, the school provides an appropriate method to warn occupants of the school of the presence of fire. This is in the form of call points around the school which are connected to a fire alarm system. In addition, there are smoke detectors in the Nursery and key evacuation routes and heat detectors in the Science laboratory and all boiler rooms.

## **8 Arrangements for action to be taken in the event of fire/ fire drills**

The school provides an action plan in the event of fire. Evacuation signs are displayed in all classrooms and communal areas. The school carries out fire drills to ensure safe evacuation from the building and that the fire alarm can be heard. Some drills are announced to all staff for them to rehearse procedures, others are organised by the Business Manager and Headteacher and are unannounced.

A fire drill is held at least once each term.

The process for evacuation is as follows: -

Ensure you know the positions of the fire alarms throughout the building. Notices explaining exit routes are posted in every room. All staff should familiarise themselves with these instructions. Class/Form teachers should practice the drill with their class and instruct children on what they should do if they are not in a classroom, e.g. the toilet, corridor etc.

Class/Form Teachers must ensure that pupils in their Form know the exit routes from their own Form Room, and from other rooms they use regularly.

The teacher is responsible for the safety of the class he/she is teaching.

The Fire Marshals are Mrs H Wynn, Mr D Aristidov, Mr M Strickland, Mrs H Byrd, Mrs L Brown, Mr J Don-Carolis, Miss K Higgins, Mrs A Churaman, Miss I Walshe, Miss L Keen and Mrs E Lawson.

**When the fire bell sounds**, pupils should:

- 1 Stop talking.
- 2 Walk immediately to the exit in silence. They should **NOT** line up or take anything with them. All pupils, staff and visitors gather on the school field.
- 3 Proceed as quickly as possible to the school field and line up in alphabetical order, within their Form, in silence.
- 4 The form teacher will walk down the line and each pupil will recite their register number.
- 5 When the teacher is sure all pupils are accounted for they will stand at the front of the line and raise their hand.

**N.B.** There must be **NO TALKING** and **NO RUNNING**.

The whole school assembles in form order on the playing field. Class Lists and Absentees are taken out by the Office staff and handed to the Form teachers. The staff signing in book, visitor's register and pupil in and out Register are also taken out by the Office staff.

### **Bomb Evacuation**

In the event of a bomb scare/alert, no alarm/fire bell will be rung. Staff and pupils will be alerted by a **whistle, hand bell or a visit by a senior member of staff**. The procedure will be **the same as for the Fire Drill**, with assembly onto the netball court for EYFS and the playground for Pre-Prep and Prep and all staff and visitors.

If full evacuation of the school site is required, all pupils will be escorted to **Godalming College** (with whom we have an arrangement) until collection by parents can be arranged, using Clarion Call.

The outcome of all fire drills is logged by the Business Manager who will also follow up any action as appropriate.

## **9 Summoning the Fire Brigade**

The school office is manned between 7.45am and 5.00pm, Monday to Friday, in term time and between 9.00am and 4.00pm during half terms and holidays, apart from the Christmas closedown. The alarm master panel is located in the side corridor at the bottom of the stairs next to the Medical Room. Staff are always given advance warning of announced fire practices. The Headteacher, Business Manager and Site Manager are the only people who know about an unannounced fire practice. If the alarm goes off for any other reason, the Headteacher or Business Manager, or in their absence, the Deputy Head, summon the Fire and Emergency Service at once. The Site Manager lives on site and is on call 24 hours, 7 days a week. He has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the school office is staffed (unless warned of a planned fire practice). In his absence the Headteacher and Business Manager are on call.

## **10 Maintenance and testing**

The school makes arrangements for the fire alarm system to be maintained and tested on an annual basis by a specialist contractor. The service schedule will include the following:

- Service of fire alarm system
- Service and 3-hour discharge of all emergency lights

In addition, the school undertakes the following tests on a termly basis.

- Emergency lights
- Call points
- Final exit doors. (these are undertaken during the fire drill)

Records of all maintenance and testing are retained by the Business Manager.

## **11 Staff Training**

Information on fire procedures is provided to all staff via the staff handbook. Information is reviewed to ensure that it is suitable and sufficient by means of feedback from fire drills and via the health and safety committee. All staff are provided with fire awareness training on a regular basis.

## **12 Control of Contractors**

All contractors are required to sign in the visitor's book. Instructions on the arrangements of what to do in the event of a fire are provided to all contractors and visitors in the form of framed instructions beside the visitor's book. During the holiday period the Site Manager or Business Manager are notified of all contractors on site.

## **13 Lettings**

All groups who let the school's premises are informed of the fire evacuation procedures.

**Reviewed: October 2019, June 2020, June 2021, June 2022, June 2023**

**Next review date: June 2024**

**Person responsible: Mrs Hannah Wynn (Business Manager)**