

Policy Owner	Bursar
Approving Body	Board of Governors
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Fire Safety Policy & Procedure

St Aubyn's School

Part 1: Fire Safety Policy

Introduction

The fire safety policy, procedures and risk assessments at St Aubyn'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 and also to comply with our obligations under the Regulatory Reform (Fire Safety) Order 2005

Our priority is to minimise the risk to life and to reduce injury by –

- a) maintaining the physical fire safety of the School
- b) ensuring that staff, pupils and visitors do not add to the fire risk and
- c) safe evacuation of our buildings if a fire breaks out
- d) completing an annual fire risk assessment

Role of the School Fire Safety Manager

The Bursar is the designated School Fire Warden, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the SMT
- The fire safety policy is made available to the entire school community on the school website and by email after any revision
- Everyone in the School (including visitors and contractors) are given clear instructions on where they should go in the event of fire
- Records are kept of the fire training given to new staff which is delivered by the Bursar as part of the staff induction process
- Procedures and arrangements for emergency evacuation are regularly tested
- Fire risk assessments are reviewed and updated annually
- 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 drills
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept

Emergency Evacuation Notice

All new staff, all contractors and visitors are shown a copy of 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 the fire alarm rings continuously this indicates a fire. Leave the building by the nearest exit.
3. If you are teaching or responsible for a class, make them leave quietly with you. No one should talk or run. If safe to do so, shut doors and windows behind you. Make

your way to the designated assembly point, which is either the main field or the lawn adjacent to the Pre Prep playground. Visitors will be made aware of this on arrival.

4. At the assembly point, collect your register/you will be given your register by school Office Staff.
 5. Take the register of your class as soon as you reach the assembly point.
 6. The School Secretary as advised by the Fire Warden or at night the School Caretaker will summon the Emergency Services if the alarm sounds.
 7. If you have a disabled pupil in your class, direct him or her, together with his or her carer, to the designated assembly point or refuge to wait for the Fire and Emergency Services
 8. Remain at the assembly point with your pupils until the all clear is given.
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Part 2: Fire Safety Procedures

Briefing New Staff and Pupils

All our new staff (teaching and non-teaching alike) and all new pupils at St Aubyn's School are given a briefing on the School's emergency evacuation procedures as soon as possible. New staff receive the information from the Bursar and their Line Manager during their staff Induction. New pupils receive this from the class teacher. 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. 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 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 INSET training, including the basic use of fire extinguishers, to all staff on a regular basis. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

Summoning the Fire Brigade

The School Office is manned between 8.00am and 5.00pm during weekdays in term time and between 9am and 1pm during the School holidays, apart from two weeks at Christmas when it is closed for business. The School Office is always given advance warning of fire Drills. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once. Office staff will then deliver registers to the assembly points and will also take the walkies talkies so that any queries can be promptly actioned.

The Caretaker, Facilities Manager or members of the Senior Management Team are on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays.

They have 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).

Visitors and Contractors

All visitors and contractors are required to sign in at the gatehouse or the School office, 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) when signing in.

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 and their carers and for disabled members of staff or visitors. A Personal Emergency Evacuation Plan (PEEP) may be required for individuals who may be unable to reach a point of safety unaided during an emergency. This will include staff or pupils who might be temporarily affected by injury. The nurses are responsible as part of their risk assessment of pupils to discuss and decide with the Fire Warden whether this is needed.

When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her to the designated assembly point.

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 School Fire Safety Manager. It is the responsibility of the School Fire Safety Manager 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 Marshals

All Fire Marshals are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Fire Marshals receive regular refresher training.

The school secretary and receptionists have additional responsibility in printing roll call and registers, and carrying school walkie talkies for effective communication during the evacuation process.

All staff will take Fire Awareness in Education training and responsible for ensuring the pupils under their care are evacuated safely.

Fire Drills

We hold one fire drill every term at St Aubyn's School. This, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of Fire Marshals on site helps to ensure that the School can be safely evacuated in the event of a fire.

Fire Prevention Measures

We have the following fire prevention measures in place at St Aubyn's School:

Escape Routes and Emergency Exits

- Wherever possible there are two escape routes from every building.
- Fire notices are displayed in required rooms, corridor and stairwell.
- Fires extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. Alarm call points are situated in various locations across the School and can be manually activated by breaking a glass panel. They are automatically activated when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Automatic door closures that are activated by the fire alarms are fitted on various doors in and around the school as required.
- Alarms sound in all parts of the buildings.
- Keep fire routes and exits clear at all times. The Caretaker 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, that the emergency lights work and reports any defects.
- The facilities manager checks that all fire exits are clear of obstruction on his weekly check and logs this on the weekly checklist filed on the online maintenance and logging system.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Caretaker. The Facilities Manager, arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Six monthly checks of fire doors, automatic door closures and emergency lights.
 - 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.

- Records of all tests are kept in the Maintenance Department and on our online maintenance and logging system.
- Theatre scenery, stage curtains and props and gym “crash” mats are treated with fire retardant spray.
- The kitchen is fitted with heat alarms.

Electrical Safety

- The School has a current electrical test certificate 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.
- Records of all tests are kept in the Maintenance Department.
- The Caretaker checks that all scientific and DT equipment is switched off at the end of the School day.
- All computers, projectors, printers and electronic whiteboards are switched off by staff every evening and during holidays and weekends.
- The Chef Manager checks that all kitchen equipment is switched off at the end of the day.

Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. A specialist contractor tests this annually. Records of all tests are kept in the Maintenance Department and on our online maintenance and logging system.

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 Maintenance Department and on our online maintenance and logging system.
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- 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, flameproof containers at the end of every day.

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

Letting or Hiring the School

The standard contractual terms that we use for letting and hiring the School, cover fire safety and specify that the hirer should certify that he/she has read and understood the School's fire safety policy and procedures. A school caretaker is always on call when the School is let or hired for an outside function or event.

Part 3: Fire Risk Assessment

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

All risk assessments follow a standard grid procedure for evaluating risk, individual risk assessments are undertaken for classrooms; and all other areas including corridors, stairs, kitchens, laboratories, workshops etc.

St Aubyn's School has a professional fire risk assessment which is updated every year, more frequently if significant changes are made to the interiors of buildings, or when new buildings are added.

Copies of St Aubyn's School's fire risk assessments are kept by the Bursar and a working copy kept by the Maintenance Team. The Facilities manager is responsible for ensuring any actionable points are reviewed and rectified in order of priority as specified by the risk assessment. The Bursar should periodically review the working document to ensure that this has been done.