

Fire Regulations and Guidance Policy

Independent Day School for Boys and Girls (Whole School including EYFS)

Our Lady of Sion School

Reviewed: October 2021

Date of next review: October 2022

Frequency: Annually

OUR LADY OF SION SCHOOL

FIRE REGULATIONS AND GUIDANCE POLICY

1. Definition and objective

The School Fire Regulations are to ensure the pupils, staff and visitors, together with the fabric of the School, are protected at all times. Main records are kept by the Bursar and the interim records kept by the caretakers on each site.

Details of the School's emergency evacuation procedures are set out in a separate document and are also displayed on noticeboards.

The School has in place procedures for

- The elimination or reduction of risks from dangerous substances;
- providing staff training;
- ensuring the safety of staff or anyone else legally on the school premises;
- carrying out fire drills;
- carrying out fire risk assessment;
- preventing fires;
- evacuation in the event of a fire;
- maintaining and checking all fire detection, alarm and fighting systems.

2. Checks made and records kept

- Weekly checks are made and recorded by the caretakers on a different Fire Alarm call point at each site.
- Fire Alarms and Smoke Detectors are checked each term by our electrical contractor and the reports are received and logged.
- Fire Extinguishers are serviced annually in August and records kept.
- A full Fire Risk Assessment was first performed in 2006 by an external safety consultant. Each year the Bursar and consultant re-inspect the premises and produce a report of their findings. The risk assessment includes an assessment of the risks posed by dangerous substances such as flammable liquids at the School.
- Surprise Fire Drills are held each term at both sites. Records are kept, including any action taken.
- Fire Procedures and Escape Route Notices are reviewed annually and are in each classroom and most other rooms.
- Visual inspections are made of the premises at least weekly by the Caretakers to include fire door closure, blocked escape routes and empty fire extinguishers.
- Records of checks made are stored in the Bursar's Office.

3. Training

All staff are provided with fire safety training when they join the School, and their training is updated regularly as required.

4. Risk assessments

Risk assessments are carried out each year to ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

All of the School premises will be subject to a fire risk assessment. This may be conducted by an external consultant or other competent person. The fire risk assessment will be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage. A copy of the fire risk assessment report will be available on site from the Bursar 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 the Bursar and Caretakers to ensure that the walkways are kept clear of obstruction and tripping hazards.

5. Fire Detection

Each of the School premises must have adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons.

6. Fire Alarm

Each of the School premises 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 made known. This will be managed by the Caretakers. The alarm will be activated using a different activator point each week, where this is practicable.

The fire alarm system will be serviced quarterly by a competent contractor

Records of these tests and servicing are maintained in a fire log book held by the Caretaker.

7. Fire Drills

Fire drills will be held every term at the School. Written records of fire / evacuation drills will be maintained in the fire log book which is kept by the Caretaker.

8. Fire Fighting Equipment

The fire risk assessment will determine the minimum level of firefighting equipment which must be present in the School premises.

Fire extinguishers, fire hoses, wet and dry risers and/or other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher/hose reel/system.

9. Emergency Lighting

Emergency lighting must be 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.

Emergency lighting will be tested annually (charge & illumination) by a full discharge test by a competent contractor.

Records of testing and servicing of emergency lights will be maintained by the Bursar

10. Emergency Procedures

Written emergency procedures will be provided – as below. These written instructions will include procedures in the event of a fire and where required, procedures in the event of a bomb warning.

Notices will be 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. This may be different from the Fire evacuation point depending on location. An example notice is included at the appendix to this guidance

There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed.

The means of escape will be regularly inspected by the Bursar and Caretakers to ensure they are kept clear of obstructions and tripping hazards.

Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the Bursar when notified.

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 Bursar and/or Chief Fire Marshall. It is the responsibility of Bursar and/or Chief Fire Marshall to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

SUMMONING THE FIRE BRIGADE: The School Office is manned between 8.00am and 5.00pm during weekdays throughout the year, in term-time and between 9.00am and 4.00pm during half terms and holiday apart from the Christmas closedowns. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is located in the reception area in the senior school and in the entrance hall in the junior school.

The receptionist is always given advance warning of fire practices. If the alarm goes off for any other reason, the Bursar has the responsibility to summon the Fire and Emergency Service at once. One of the Caretakers is 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).

11. Fire Training

Staff will be informed in relation to:-

- action to take if they discover a fire, including how to activate the fire alarm;
- action to take on hearing the alarm, including location and use of exits and escape routes;
- Action to take in the event of a bomb alert.

Pupils will be informed of exits and escape routes. These are also displayed around the school.

Fire Marshals will be trained in:-

- emergency evacuation procedures;
- use of fire extinguishers; emergency procedures; and
- how to spot fire hazards.

Visitors and contractors:-

On arrival at the School will receive a copy of the safety briefing detailing what to do in the event of the alarm sounding and assembly points in the event of an evacuation.

For events with large numbers of attendees, such as open days, concerts an announcement will be made at the beginning of the event regarding evacuation arrangements

12. 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 Bursar, Caretaker 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; and
- Pay close attention to the activities of contractors as appropriate.

Appendix 1: Emergency Evacuation Notice

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

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.

If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at on the tennis courts (Senior School) or in the playground (Junior School).

If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.

The Bursar will summon the Emergency Services if the alarm sounds.

If you have a disabled pupil in your class, you should [move him or her downstairs, using one of the special evacuation chairs] OR [direct him or her, together with his or her carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge].

Take the register of your class as soon as you reach the assembly point.

Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Bursar who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.

Remain at the assembly point with your pupils until the all clear is given.

EMERGENCY EVACUATION PROCEDURE

1.1 AIM

The aim of the Emergency Evacuation procedure is to ensure the safe and speedy evacuation of the school buildings and to provide an accurate method of taking a roll call of pupils, staff and visitors.

1.2 FIRE SIGNAL

Continuous sounding of the fire alarm at the Senior School or Junior School will prompt a fire evacuation

1.3 ASSEMBLY POINT

The Assembly Point is the tennis courts at the Senior School, to the rear of the astro turf and the playground at the Junior School.

All Staff who are not responsible for a Tutor Group will also line up.

Visitors and Contractors will also line up in a separate line.

1.4 RESPONSIBILITY – see current List of main Fire Marshals

It will be the responsibility of the Bursar to oversee the evacuation. In the case of absence, one of the Fire Marshals will deputise.

Bursar/Fire Marshal responsibilities will be as follows:

- Location to be in the vicinity of the School until the Emergency Services arrive and liaise with the Emergency Services Incident Commander - when appropriate proceed to the tennis courts/playground
- To ensure that a 999 call is made to the Fire and Rescue Service - This is essential.
- To be in overall control of the evacuation until the arrival of the Emergency Services.
- To relay to & liaise with the Fire and Rescue Incident Commander regarding the emergency, the status of the evacuation (particularly any persons not accounted for) and any possible relocation of those at the Assembly Point in case of drifting smoke etc.
- To initiate contingency plans for extended evacuation, inclement weather, transport recall etc.
- To ensure that buses are held at the boarding point if the evacuation overlaps normal dismissal time
- To issue instructions to staff and pupils, only after consultation with the Emergency Services.

Reception/School Secretary responsibilities will be as follows:

To liaise with the Bursar/Fire Marshal and assign a Member of Staff to check the Register where a Tutor or Head of Year is absent from School and report once the following is complete:

- To collect attendance registers from the Administration Staff.
- To check with a list of known absentees and those out of school.
- To check with a list of known staff absentees.
- To be reported to by all staff who are not registering a class.
- To check attendance of all visitors and contractors to the school.

2.0 ACTION

All Staff In Charge of a Class (including Off Site On Visits And Games Lessons /Matches)

An up to date list of all pupils on a School Trip or being taught off site must be given to the receptionist/school secretary immediately prior to leaving the School.

If it is found that the list is not correct then the member of Staff responsible for the Class must telephone the school office with any amendment to that list at the earliest opportunity.

2.1 ALL STAFF IN CHARGE OF A CLASS

If you discover a fire Staff will:

- Immediately raise the alarm by operating the nearest, safe Fire Alarm Call Point
- Return to your class and follow the evacuation procedures detailed below
- Report any relevant information to the Bursar

On hearing the fire alarm Staff will:

Preliminary :

Evacuate pupils by the nearest safe exit route to the Fire Assembly Point.

If safe to do so, and without delaying your evacuation,

- turn off all appliances,
- turn off Gas Valves and machinery (excluding PC's) and
- close windows and doors if possible but do not lock doors.

Do not stop to collect personal belongings.

All Staff will make a quick check where practicable as you make your way to the exit that the areas you pass have been fully evacuated, but do not open doors to check that rooms are clear as the fire may be in that room.

All senior school pupils and staff will normally exit the building via the fire exits and the front doors and proceed to the tennis courts

All junior school pupils and staff will normally exit the building via the fire exits and the rear doors and proceed to the playground

Do not re-enter the buildings until the all-clear has been given.

NB Staff (e.g. PE teachers) who take groups of pupils off the school premises for lessons must inform the office and must carry mobile phones so that they can be contacted to check if any pupil(s) may be on their way back to school. (Phone numbers must be notified to the school office on the List of off-site Pupils when handed in.

2.2 ALL OTHER STAFF - NOT IN CHARGE OF A TUTOR GROUP

Leave the building by the nearest safe exit and proceed to the relevant Fire Assembly Point

Report any relevant information regarding the fire or missing staff to the Bursar.

2.3 TUTOR GROUP TEACHERS (AND THOSE COVERING FOR A TUTOR WHO IS ABSENT FROM THE PREMISES)

- collect a copy of your register from the receptionist/school secretary
- assemble your register class in single file at the appropriate Assembly Point.
- conduct a check on attendance.
- report the attendance check to the relevant Year Head, together with any information which you have gained from the class e.g. reasons for absence, last location of missing pupil, etc.

There is no need for Tutor Group Teachers and Year Heads to report to the Bursar. This will be done by receptionist/school secretary

If a register teacher is absent, the person who registered the class that morning should conduct the roll call.

Remain with your Tutor Group until further instructions are given and ensure that pupils remain within the lines of the designated Assembly Area in total silence.

3. RECEPTION STAFF/SCHOOL SECRETARY

On hearing the alarm:

Collect relevant registers as set out below:-

- the Print out from SIMS of Pupils Registered that day
- the Staff, Visitors and Contractors Signing in/out book,
- the Pupil Signing in and out book,
- daily absence sheet,
- lists of pupils on outside activities and lessons
- supply cover sheet for the day if applicable

Proceed to the Fire Assembly Point and distribute registers to teachers.

3.1 SCHOOL CARETAKER(S)

On hearing the alarm:

Check the location of the Fire Alarm and report this information to the Bursar

4. BURSAR'S CHECKLIST

- 999 phoned
- Fire Brigade notified of fire location and other information
- Roll call of pupils complete
- Roll call of staff complete
- Unaccounted pupils Y/N
- Unaccounted staff, visitors and contractors Y/N
- TIME OF ALARM
- Record the time of the Alarm
- TIME OF ALL CLEAR

OTHER INFORMATION TO OFFER FIRE BRIGADE location, extent etc.

If yes, name(s) and possible location

Current Fire Marshals

Eva Garcia

Rachel Ghinn

Helen Holloway

Matt Hoarty

Debbie Thompson

Tamara Pearson

Maria Manco

Emma Carmody

Steve Jeffery

Wendy Jenkins

Anna Archer

Beverley Martin-Cross