

Egerton Rothesay School

Fire Risk (Prevention) Policy

1. Introduction

Egerton Rothesay is required to comply with the Regulatory Reform (Fire Safety) Order 2005. The purpose of this policy is to state how the school does this.

2. Aims

- To reduce the risk of fire on school premises
- To have a well organised means of safe evacuation of everyone to a point of safety in the event of an emergency.
- To enable fire and rescue services to enter the building during a fire quickly and safely, accurately locate the point of the cause of the emergency and to be fully informed of anyone not accounted for in the evacuation.

3. Responsible Person

The school is required to appoint one or more competent persons to assist in taking preventative and protective measures, including fire fighting and evacuation. The school has appointed **Cherry Martin** as its Responsible Person. The responsibilities of this post are:

- To monitor the effectiveness of the fire safety policy and arrangements and revise and amend as necessary
- to ensure an annual fire risk assessment takes place and that appropriate actions are taken following the assessment
- To organise and monitor the contracts for the testing and maintenance of the fire safety provisions in the building by external contractors.
- To organise a fire drill at the beginning of the autumn term and at least once during spring & summer terms
- To organise the induction and continuation fire safety training for staff
- To monitor the investigation of any fire incident or false alarm and ensure the implementation of any subsequent recommendations

4. Other responsibilities

The Governing Body

- Overall responsibility for compliance with the fire safety legislation
- The appointment of the Responsible Person

Premises Manager

- To investigate any false alarms and make recommendations for avoiding a repetition.
- To monitor the testing and maintenance of the fire safety provisions in the building by external contractors.
- To carry out and record the in-house tests and checks for which they are specified as responsible in the Fire Emergency Plan.

Teachers

- To ensure that they are familiar with the fire procedure for the premises.
- To attend specified fire safety training courses and fire drills.
- To the extent they are able - to monitor their areas for incipient fires/fire hazards and ensure that no new fire hazards are introduced without appropriate control measures (refer to the Bursar)

- To ensure the safe evacuation of pupils in a fire and that a roll call of their class is taken at the assembly point.

All Staff

- To take reasonable care of own safety
- To take reasonable care of the safety of others who may be affected by what we do or fail to do
- To co-operate so that all can comply with our legal duties
- To not interfere with or misuse anything provided in the interests of fire safety
- To inform the Responsible Person if there is a serious or immediate danger to any person from fire
- To inform the Responsible Person of any shortcoming in the arrangements for fire safety on site.

5. Arrangements

- An annual fire risk assessment will be undertaken by an approved and authorised contractor and recommendations will be acted upon by the Responsible Person
- Fire alarm systems will be serviced annually
- Fire safety equipment will be tested and maintained annually by an approved and authorised contractor
- Fire Drill will take place at the start of the school year and at least once in each of the spring and summer terms
- Fire escape routes are clearly marked by signage and emergency lighting through doors which open in the direction of escape.
- Portable Appliance Testing will be undertaken annually by a qualified person
- The following in-house tests and checks will be undertaken by the Premises Manager. Records will be kept in the school's Fire Safety Log Book. This will be audited by the Responsible Person at least once every term.

Item	Frequency
Fire Alarm Panels showing no faults	Daily
Fire Alarm Push Points	Weekly
Carbon Monoxide Indicators	Weekly
Fire Bell and emergency lighting	Monthly
Smoke Alarms	Half termly
Fire Exit Doors operate correctly	Half termly
Emergency Lighting	Annually
False Alarms	

6. Staff Training

All staff will receive training at the start of their employment, usually as part of their induction to the school. This will include:

- The action to be taken upon discovering a fire
- The action to be taken on hearing the fire alarm
- How to raise the fire alarm, including the location of the fire alarm call points
- The procedures for ensuring the building is fully evacuated
- How the fire service is to be called and who does this
- The location of the fire extinguishers

- The available escape routes and the importance of maintaining unobstructed escape routes - both inside and outside the premises
- The location of the assembly point and the roll call procedure
- The importance of fire doors and why they must be kept closed, especially during a fire

All staff will be given a copy of the school's fire evacuation procedure (Appendix A). Further training will be organised by the Responsible Person, as required and appropriate.

7. Fire Drills

For a fire drill, all actions shown on the fire evacuation procedure (Appendix A) should be carried out, except that the call to the fire service should not be made. However the person(s) responsible for making the call must be briefed to ensure that they fully understand the procedure.

Fire drills in the spring and summer terms, when appropriate, will simulate conditions under which one escape route from a building is deemed not available due to fire. It may be appropriate to warn staff that a fire drill will occur on a specified day, for example to prepare vulnerable children eg those on the autistic spectrum.

A debrief of the fire drill will be carried out immediately following the drill to identify and rectify any problems that may have occurred. The fire drill will be recorded, including the evacuation time, route assumed unavailable and any relevant comments/problems encountered for remedial action.

8. Emergency Contact Numbers

These are contained in Appendix B

9. Review

This policy will be reviewed annually

Policy approved by: John Bowcock
(on behalf of Governing Body)

Date: 18.12.15

Next Review (latest):December 2016

Egerton Rothesay School
Fire Risk (Prevention) Policy Appendix A
FIRE EVACUATION PROCEDURE

IF YOU FIND A FIRE (or smell burning)

- Shout Fire to warn those nearby
- Commence evacuation of pupils from the immediate area.
- Operate the nearest break glass call point.
- Do not attempt to extinguish the fire: the safe evacuation of any pupils in the immediate area is the priority.
- Go to the assembly point on the Playground
- Tell the person in charge of the assembly point what has happened.

THE SOUND OF THE FIRE ALARM

The fire alarm is tested while there are no pupils on the premises so you should not hear a test during school hours.

The sounds of the fire alarms:

- a continuous ringing of the bells (Main Building/ Grove)
- a Siren (Woods/ Cedars)

IF YOU HEAR THE FIRE ALARM

PUPILS

- Do not attempt to extinguish the fire
- Leave the building by **the quickest safe route**
- Go to the assembly point on the Playground
- Line up **in silence** with your Form

STAFF

- Do not attempt to extinguish the fire
- Escort pupils in your area out of the building by **the quickest safe route** and take them to the assembly point on the Playground.

VISITORS

- Do not attempt to extinguish the fire
- Leave the building by **the quickest safe route**
- Go to the assembly point on the Playground
- Report to the Responsible Person

OTHER RESPONSIBILITIES

Designated **FIRE WARDENS** are responsible for ensuring that:

- their floor area is cleared, including toilet and cloakroom areas.
- all doors/windows are shut behind them (as long as this does not put them/ or any pupil at risk)

At the assembly point, **FIRE WARDENS** should confirm that their areas are clear (or why they are unable to confirm this) to the Responsible Person.

The **RESPONSIBLE PERSON** will confirm that all visitors and staff are accounted for and inform the Headteacher of any persons unaccounted for.

The **RECEPTIONIST UNDER INSTRUCTION** will call the fire service on 999 (112 if by mobile phone) and inform them that:

- the fire alarm is sounding/there is a fire emergency at **Egerton Rothesay School**
- the building is being evacuated, giving any other information available at the time.

The **RECEPTIONIST UNDER INSTRUCTION** will take the Staff Register, Visitors Book, Pupil Registers and the Late Book to the assembly point and pass these out to the Responsible Person / Class Teachers / Form Tutors. The **RECEPTIONIST** will also inform Form Tutors of any entries in the Late Book.

PUPILS will line up in silence in their forms at the designated area at the assembly point.

CLASS TEACHERS/ FORM TUTORS will carry out a roll call of their pupils and will immediately inform the Responsible Person if anyone is unaccounted for.

The **HEADTEACHER** will determine whether and how further information to the fire service is required as new information becomes available (eg details of the cause or location of the alarm, specific hazards and routes into the school).

The **PREMISES MANAGER** will:

- go to the fire alarm panels to identify the area(s) affected (if safe to do so).
- liaise with and meet the fire service on arrival and give the officer in charge the fire service emergency pack and any additional information, in particular if everyone is out of the building, the location of any fire and what is in that area and generally assist them as required.

If a false alarm is proved, the Headteacher will confirm when the school should be re-entered. Until this time, no one will return to the building until the Headteacher has received the permission of the fire service officer in charge.

OUTSIDE NORMAL OFFICE HOURS AND AT WEEKENDS

Outside of normal work hours and at the weekend, should a fire be discovered, the **PREMISES MANAGER** will inform the fire service by dialling 999 (112 if by mobile phone), meet the fire service on arrival, and inform them of the location of the fire.

FIRE WARDENS 2015-16

Richard Smith (or designated LSA)	Woods upper level
Lesley Mead (or designated LSA)	Woods lower level
Sara Griffin	Grove (SSD)
Jane Wyton (or designated LSA)	Cedars
Stephen Potts (or member of admin)	Changing Rooms
Jo Tebb (or Ciara Kennedy)	Main upper left
Cherry Martin (or designated LSA)	Main lower left & Art room
Jim Simpson (or designated LSA)	Main upper right & Science Lab
Gregers Forssling (or designated LSA)	Main lower right & DT room
Susan Lucas	Finance
Liz Martin	Front Office & Home Economics
Suzie Bennett	Reception / Staffroom & Corridor
Sarah Vest	Medical
Wendi Meredith / Peri Music Staff	Music Cabins
Tracy Mulhern	Kitchen

Egerton Rothesay School
Fire Risk (Prevention) Policy Appendix B
Emergency Contact Numbers

Name	Contact Number
Emergency Fire Service	999 (112 if calling from a mobile phone)
Electrical Company	0800 783 8838
Gas (National Gas Emergency Service)	0800 111 999
Fire Alarm Engineer (Active Alarms)	0800 731 2361
Water	0845 782 3333

Name	Contact Number
Chubb Ltd	0844 879 1666
Fire Risk assessment team	0844 879 1666
Police Station	999 or 101
Whitfield (Gas & Plumbing)	0771 059 5060
Law Electrics (Electrician)	0786 077 5315
Marsh (Insurance)	01444 313144