

Bickley Park School

Fire Risk/Safety Policy and Procedure

Aims

It is the aim of Bickley Park School to minimise the risks to pupils, staff, visitors and property which may arise from fire and to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place. It will also be achieved by ensuring alarms, fire doors, smoke/heat detectors and emergency lighting is in proper working order through regular internal tests, and that all fire related equipment is serviced as per local authority guidelines.

Overall Responsibility for Fire Safety Matters

Nigel Wood (Bursar) is appointed as the Fire Safety Manager for the school and will have overall responsibility for fire safety matters at the school. He will co-ordinate the implementation of fire safety measures, ensure that staff and pupil training takes place and monitor the standard of fire precautions maintained. He will also ensure that a fire evacuation drill is undertaken in each term, that fire action notices are kept up to date and that fire safety equipment is being maintained. He is also involved in the latter instruction in that it is he who organises the regular equipment checks with outside agencies.

All staff and pupils are informed in advance of the drills (in accordance with current Fire Brigade advice). This is to ensure that the drill is carried out in good order and correctly and that in the event of an alarm ringing at any other time (apart from the weekly fire bell tests conducted after school finishes or at the weekend) it should be regarded as a real event.

The School Fire Procedure

Notices displaying the school fire procedure will be displayed in every room and corridor and are of a standard form.

Fire risk assessment

All of the School premises will be subject to a fire risk assessment. This is conducted by an external consultant. The person undertaking the assessment should liaise closely with the Bursar.

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 staff, including the Bursar, grounds staff and premises maintenance manager to ensure that the walkways and fire exits are kept clear of obstruction and tripping hazards.

Responsibility of all School Staff

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. In particular, staff should ensure that they are fully aware of the fire procedure. They should ensure that door vision panels and fire exits are kept clear and fire doors are kept shut. They should also ensure that pupils for whom they are responsible are informed of the fire procedure.

The Bursar, grounds staff and premises manager also check daily for any fire related issues, not least the presence and safe storage of hazardous materials, the state of fire extinguishers, the signage and escape instructions are in place and have not fallen off walls. They will also provide staff with advice on an ad hoc basis.

Fire Training and Evacuation Drills

Training will be provided for all permanent full time school staff in fire safety and the school fire procedure, as deemed appropriate to the experience of the common room as a whole. Staff will be individually reminded/trained on the use of equipment if deemed necessary or on request. Specific instruction and advice re fire drills or fire evacuation is provided to every member of staff at the start of each term, and this is enacted during the test fire drills. (Appendix D)

The fire safety manager will be expected to remain up to date of fire issues either by courses or by reading the appropriate directives and other literature. All staff and visitors, whether temporary or permanent, will have the fire procedure explained to them, as part of their briefing/induction on arrival together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits and assembly points. Visitor badges contain fire safety information. It is the responsibility of the fire safety manager to ensure this instruction is given in accordance with the Checklist in appendix B.

The fire safety manager will also ensure that all fire safety records are maintained and are available for inspection by any enforcement authority.

The fire safety manager will provide a written report to the Headmaster after each fire drill or incident.

Maintenance of Fire Doors, Fire Exit Doors, Fire Equipment and Systems

Each of the school premises has an adequate means of raising the alarm in the event of a fire. Fire extinguishers, fire alarm systems and emergency lighting are maintained by professional consultants. However, the school will carry out and record the following tests on the systems and precautions between maintenance visits:

System	Frequency	Method of Test
Fire Alarms	Weekly	Test key operation of different call point each week in rotation.

Fire Alarms	Daily	Visual check of panel for fault indications.
Automatic door holders and closers connected to the fire alarm	Weekly with the fire alarm	Confirmation that doors release and close with the operation of the fire alarm.
Emergency Lighting	Monthly	Operation of test switch or circuit breaker and check that light illuminates.
Fire extinguishers, hose reels, fire blankets etc.	Weekly	Check that seals are intact, equipment has not been removed or tampered with and annual inspection and maintenance is in date.
Fire Doors	Weekly	Check that doors are closing fully and, where fitted, latches are operating.
Stairwells and Stairwell Enclosures	Daily	Check that combustible material and storage has not been placed inside protected stairwell enclosures.
Corridors, Escape Routes and Fire Exit Doors	Daily	Check exit doors are unlocked and that escape routes are free of obstruction.
Fire Exit Doors	Weekly	Check that doors are opening freely and that emergency exit fittings are operating correctly.

Appointment and Duties of Fire Marshals

The school will appoint a number of teaching or administrative staff as fire marshals. These staff will have responsibility for ensuring that all areas of the school have been evacuated and that this is reported to the fire safety manager in charge of the evacuation (see appendix a). However if teaching a class of children at the time of a fire alarm, that member of staff must ensure the safety of his/her children prior to fulfilling the second requirement. However all staff must be prepared to assume the role of fire marshal, and

check the building they are occupying at the time should it not be clear that the “official” fire marshal, who could be absent or in another location, has performed this task.

Raising the alarm

In the event of alarm failure a hand bell will be rung in order to raise the alarm. If required a free member of staff or administrative staff may be called upon to tour the school and sound an oral alert.

Calling the Fire Brigade

It is the school policy that the fire brigade will be called on any confirmed or suspected outbreak of fire. The school secretary's are responsible for calling the fire brigade when the alarm is sounded. Where the alarm is raised by the school's automatic smoke detection the school secretary will call the fire brigade if a fire is confirmed, or within 60 seconds of the alarm being raised if a false alarm is not confirmed. If the fire alarm sounds in the evening and fire is detected, dependent on location and availability, Alastair Hyslop should call the fire brigade and then inform the fire officer on mobile phone number 0777 623 7520. The fire officer will attend the site and immediately advise the Headmaster.

Meeting the Fire Brigade

The fire safety manager is responsible for ensuring that one member of staff is available to meet the fire brigade on arrival and in their absence there is a member of staff to deputise for them.

Events taking place out of school hours such as School Plays or External Lettings or other authorised use of the premises.

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Fire Safety Manager is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place. The fire safety manager may impose specific restrictions on the type of letting or activity, the number of persons involved and the number and layout of any seating. It is particularly important to consider whether a public entertainment licence will be needed for the events being organised. Where a licence is required, the licensing officer may specify particular requirements as a condition of the licence and these conditions will have to be met (appendix C).

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

The Prep theatre has a maximum seated or standing capacity of 170.

The Sports Hall has a maximum seated or standing capacity of 300

The Prep Prep hall has a maximum seated or standing capacity of 110.

Notices

All fire exit routes will be signed by clear signs with directional arrows.

Records

The following records will be kept by the fire safety manager:

Record Type	Information To Be Recorded
Fire Alarm Test	Date of test, number of call points tested and whether test was satisfactory, including whether automatic door releases operated.
Emergency Lights	Date of test, numbers or locations of lights tested and whether test was satisfactory.
Free operation of fire exit doors	List of all exit doors checked, date of check and results.
Correct operation of self closing fire doors	List of all doors checked, date of check and results.
Practice fire evacuation drill	Date of drill, details of exits obstructed and time taken to evacuate.
Fire safety training	Nature of training, names of those who attended, name of instructor and duration of training.

Appendix A

Roles and Responsibilities Prep

Role	Person Responsible	In Case of Absence
Fire Safety Manager	Nigel Wood	Robert Cobb
Fire Marshalls	Brandram-Sam Patel Tidman-Stephen Hornby Sports Hall-A Hyslop Woodlawn-A Driscoll/Alex French Lodge upper floors-B McGarey or D Brook Lodge Ground floor- Matrons Lodge Basement-Dee Wheeler Theatre and classrooms- David Brook	Jonathan Dean Michelle Evans Tom White J Smith Dee Wheeler Dee Wheeler Matrons Alison Tucker
Calling the Fire Brigade	Jane White	Kerry Wood Any other member of staff present
Meeting the Fire Brigade and checking Woodlawn car park for obstructions	PatrickWenham/Jane White	Kerry Wood
Collection and distribution of school registers from depositary	First staff member to arrive at the location	First staff member to arrive at the location
Taking of roll call/register	Form teachers	Cover form teachers
Collection and Co-ordination of daily pupil absence record and advising form teachers during roll call. To include also those who have come or gone since the register was first	Jane White	Kerry Wood

taken		
Check with form teachers that registers have been taken and all are accounted for. When complete report this to fire safety manager.	Robert Cobb	Nigel Wood
Confirm with Fire Marshalls that all buildings have been swept. Take staff register	Nigel Wood	Robert Cobb
Confirmation that drill or evacuation has been completed satisfactorily and pupils can be dismissed	Nigel Wood	Robert Cobb
Address to pupils prior to dismissal	Robert Cobb	SLT member
If premises are fire affected-decision on next course of action	SLT/Fire Brigade/N Wood	

Roles and Responsibilities Pre Prep

Role	Person Responsible	In Case of Absence
Fire Safety Manager	Nigel Wood/Ian Wilders	Eileen Saint
Fire Marshals	Nursery block	Sarah Spiteri
	Pre Prep ground floor reception block	Form Teachers
	Pre Prep ground floor Y1 form rooms	Form Teachers
	Pre Prep ground floor, toilets, Library and medical room.	Eileen Saint
	Pre Prep Y1 form rooms first floor	Form Teachers
	Pre Prep first and second floors including	Anita Wenham

	form rooms	
Calling the Fire Brigade	Polly Varela	Any other member of staff present
Meeting the Fire Brigade	Anita Wenham/Jonathan Poole	Nigel Wood
Collection and distribution of school registers from depository. (These to include details of whole of pre prep)	Polly Varela Sarah Spiteri	First staff member to arrive at the location
Taking of roll call/register	Form teachers	Acting form Teacher
Collection and Co-ordination of daily pupil absence record and advising form teachers during roll call. To include also those who have come or gone since the register was first taken	Polly Varela Sarah Spiteri	Anita Wenham Sherry Ursell
Check with form teachers that registers have been taken and all are accounted for. When complete report this to fire safety manager.	Polly Varela Sarah Spiteri	Anita Wenham Sherry Ursell
Take register of staff, confirm all accounted for to Fire Officer	Eileen Saint Sarah Spiteri	Jonathan Poole Sherry Ursell
Confirm with Fire Marshalls that all buildings have been swept.	Nigel Wood	Anita Wenham
Confirmation that drill or evacuation has been completed satisfactorily and pupils can be dismissed	Nigel Wood	Anita Wenham
Address to pupils prior to dismissal	Anita Wenham and Sarah Spiteri	Other staff
If premises are fire affected-decision on next course of action	SLT/Fire Brigade/N Wood	

Appendix B

Checklist for First Day Fire Safety Instruction (new staff)

Take the new starter through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any pupils for which the staff member is responsible and going to the assembly point. Advise the location of the assembly point.
- Describe and walk the escape routes and alternative escape routes that the member of staff is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new member of staff the location of the fire extinguishers, but emphasise they should only be used if the staff member has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.

Appendix C

Checklist for persons using the school premises other than staff

Take the new *person(s)* through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm *even if the fire is small*.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any *persons for whom the user* is responsible and going to the assembly point. Advise the location of the assembly point.
- Describe and walk the escape routes and alternative escape routes that *the person* is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new *hirer* the location of the fire extinguishers, but emphasise they should only be used if *he/she* has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.
- Explain how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions of location of school.

Note on briefing of Children.

All children are involved in the practice of fire drills. However, other than the rehearsal of exiting buildings, no tuition of any kind is given to children in our care.

Notes for Staff on fighting a fire.

It is the duty of all staff to ensure the safety of the children in our care. Therefore their first responsibility is to remove children in their care to the labelled meeting point. This should come over and above any desire to tackle a fire. This should in all cases be left to the Fire Brigade. Staff must not re-enter burning buildings with the intention of fighting the fire.

Role call accuracy

The register of the day will be used to identify those absent or who have left or arrived since the register was taken.

If the alarm is sounded before school, the sign in sheet and breakfast club sheet will be used for the above purpose. Each child signs into school upon arrival. This will identify who is or is not on the premises prior to the register being taken.

Appendix D.

All staff are sent procedures each term and practice them during the fire drill, to ensure they are well trained in the event of an actual fire.

**The latest updated documents are : Fire drill text Pre Prep and fire drill text (prep)
Both updated at 16/5/18**

This policy also applies to the EYFS department

Nigel Wood

Last updated 17/07/18 v12

Author	August 2018	The Bursar
Date Approved	August 2018	Chairman: MH
Date Approved	August 2018	Headmaster: PW
Date for Next Review	August 2020	

