



## Policy on Fire Safety

### PART 1: FIRE SAFETY

#### INTRODUCTION

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Highfield & Brookham School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

#### ROLE OF THE SCHOOL FIRE SAFETY MANAGER

The Estate Manager is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by The Health & Safety Committee and the Directors.
- The fire safety policy is circulated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written or verbal instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures for emergency evacuation are regularly tested and any lessons learnt and changes implemented.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

#### EMERGENCY EVACUATION NOTICE

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

1. If you discover a fire, activate the nearest call point to set off the alarm. Leave the building by the nearest exit.
2. 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 the playground in front of the tennis courts if at Highfield and to the assembly point at the fence line on the far side of the sports field, or closest to the Biomass if at Brookham.
3. If you are teaching a class, do not take anything with you, and do not allow the pupils to take anything. Shut doors and windows behind you.

4. The Fire Officer will summon the Emergency Services if the alarm sounds if he/she deems it necessary.
  5. The Boarding Office will summon the Emergency Services if the alarm sounds outside of normal school hours.
  6. If you have a disabled pupil in your class, you should direct him or her, together with his or her carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge.
  7. Take the register of your class as soon as you reach the assembly point.
  8. Report anyone who is missing immediately to the School Fire Officer / the Deputy Head/the Boarding Office who will inform the Fire Brigade. ***On no account should anyone return to any building until given permission by the Fire Officer or the Fire and Emergency Services.***
  9. 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 are given a briefing on the school's emergency evacuation procedures on their first day at Highfield & Brookham School. 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 his or her own, or anyone else's safety. We offer fire awareness INSET training, including the basic use of fire extinguishers, to all staff during their first term. 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

During term time normal school hours and during the holidays, the Fire Officer (or designated stand in) is responsible for calling the fire brigade. The master panel at Highfield that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the front porch at the Main Entrance to Highfield. The master panel at Brookham is located in the staff work room next to main reception just below the ceiling on the left-hand wall as you enter the room.

One of the Boarding Team is on duty or on call outside of normal school hours. He/she has standing instructions to summon the Fire and Emergency Services if the alarms go off outside those hours.

### VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's lanyard, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice (see above) and are shown the location of the assembly point.

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 would have a special one to one induction on fire safety for disabled pupils and their carers and for disabled members of staff.

#### 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 /the Deputy Head/the Boarding Office. 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

We have a team of trained Fire Marshals to cover every building and the boarding house at Highfield. Fire Marshals are members of the non-teaching staff, such as , Grounds, Maintenance and Boarding staff who do not have specific duties in the event of fire or other emergency for looking after pupils, although members of the teaching staff may also opt to be trained as 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.

#### FIRE PRACTICES

We hold one fire practice every term at Highfield & Brookham School. We also practice a night-time evacuation of the boarding houses every term. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals to cover every building 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 Highfield & Brookham School:

##### Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings.
- Fire notices and evacuation signs are displayed in every room, 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. The alarm can be set off manually by activating a call point, and detectors are automatically activated when smoke/heat builds up. Smoke control systems are located in our boarding accommodation.
- All stairs, passages and emergency exits are illuminated by emergency lighting

- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes
- The master panel for the alarm system at **Highfield School** is located outside the Main Entrance in a wall-mounted wooden box. The key to this box is in the adjacent, red fire cabinet and shows the location of detector activation.
- The master panel for the alarm system at **Brookham School** is located in the staff workroom.
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times.
- Testing all fire alarms weekly and monthly checks of fire doors, automatic door closures and emergency lights (and recording all tests and defects). This is the responsibility of the Estate Manager, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
  - Six monthly professional checks on fire detection, warning equipment and emergency lights.
  - An annual service of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers.
- Records of all tests are kept electronically in the Estate Manager's office / shared maintenance drive
- Plans showing the location of alarm zones, fire hydrants, gas and electricity shut off points are kept in the red Fire Box at the main entrance.

#### Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations.
- Regular portable appliance testing takes place. A member of the Maintenance team has been trained in this role.
- Records of all tests are kept electronically on the Maintenance shared drive
- The teaching staff check 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 the teaching staff every evening and during holidays and weekends.

#### Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. A specialist contractor tests it. Records of all tests are kept in the Estate Manager's office

#### Gas/Oil 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 Estates and Facilities Manager's office and the Catering Manager's office.
- Landlord's oil safety certificates are held for all school domestic accommodation.
- 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 ~~is~~ locked in purpose-made, flame-proof 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 and grounds are stored in flame proof cupboards
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## 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

Highfield & Brookham School have a fire risk assessment, which is updated every year, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The School will periodically (every 3-5 years) have a external company undertake a external fire risk assessment.

Copies of Highfield & Brookham School's fire risk assessments are on the health and safety section of the school's intranet for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.