

## Fire Procedure and Policy Handbook (Part of H1)

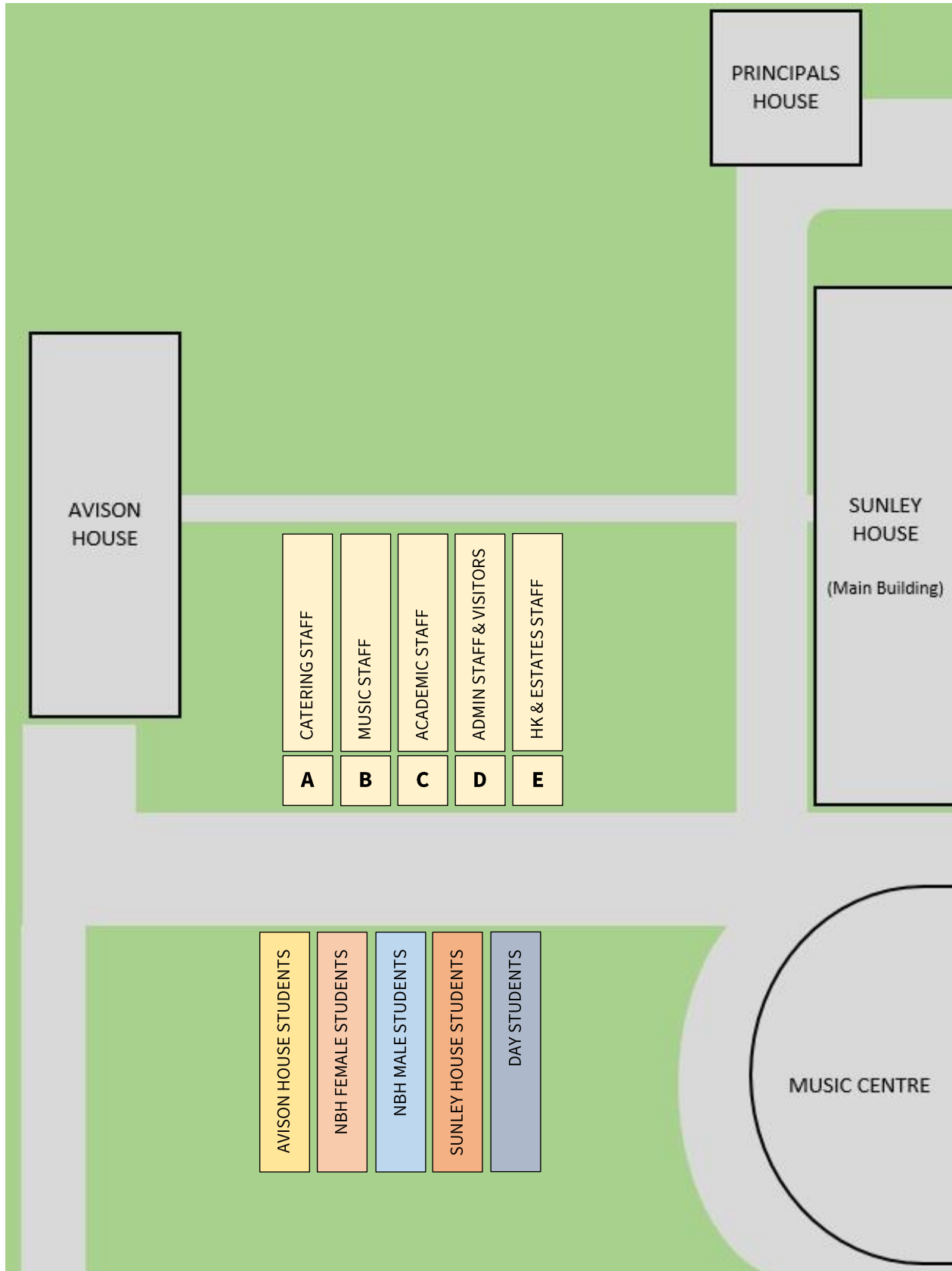
- Fire Regulations & Emergency Action Plan
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### Fire Regulations & Emergency Action Plan

- Action on discovering a fire: Sound the fire alarm, report to Incident coordinator, and call the Fire Service on 999 if a fire is indicated.
- When the fire alarm sounds, all members of the school will leave the buildings in silence by the nearest exit- Covid-19 one way system and social distancing suspended during an emergency evacuation nearest emergency exit to be used.
- Students line up in groups on the lawn in front of New Music Centre facing Avison House, maintaining 1 metre social distancing. Groups must leave 3-4 metres between houses to enable staff member to walk along the line to take a register. Staff assemble on the path in front of the New Music Centre by their designated letter whilst maintaining social distancing at 2 metres.
- All staff and students wait in silence until the registers are taken.
- Students and staff may return to the buildings only when the all-clear is given by member of staff at panel to school office mobile. One way system and social distancing reinstated as staff/students return into buildings.
- Priority is to evacuate the building **DO NOT** adopt social distancing or one way system during an emergency evacuation.



**Fire Assembly Point Map**



## **General Procedures**

The Bursar is the Fire Officer for the whole school.

Incident controllers are as follows:

- 8.30am-5.00pm School Office Staff, SLT, Deputy Bursar
- 5.00pm-8.30am Principal, Deputy Principal, other onsite members of SLT

Fire registers are taken by each house.

Between 8.30am and 5.00pm Monday to Friday, registers are brought from the school office by the Incident Controller. Out of hours house registers are used and the control sheet is completed by the Incident Controller, these are then passed to Deputy Bursar to file.

Incident control sheets are filed in Deputy Bursar's office.

The Security Controller from the Estates team, when available, checks the console by the main entrance and the source of the alarm if possible, calling the emergency services if required. The 'all-clear' to return to school and houses is given by the Incident Controller once staff, Students and visitors are accounted for and once they have received the all clear from the member of staff at the panel. The school office phone will be called.

The school office mobile phone number is 07833 067953.

## **Fire Precautions**

The alarm is tested every Monday morning at 10.30am. All staff are required to sign in and out each day via the INVENTORY system.

The Purcell School is a no smoking site, this includes e-cigarettes.

Any damage to extinguishers or call points should be reported immediately on the maintenance portal.

## **Visitors**

Visitors and contactors on site during an emergency evacuation must be accounted for. The visitors log will be checked off from the INVENTORY Evacuation app or print out, at the assembly point.

Evacuation procedures are available to visitors at the INVENTORY sign-in screen in Reception. It is the responsibility of the member of staff hosting a visitor to accompany visitors at all times and to ensure that they follow the evacuation procedures.

**Day-Time Fire Incident Control Sheet**  
**(08:30 – 17:00 | 8.30am – 5pm)**

		Actioned
Day and date		
Time Alarm Sounded		
Register Sheets Issued (15 including this one)		
Tick below when board returned completed :		
INSTRUMENTAL	AVISON DAY (YR8/9 & BELOW)	
MUSIC OFFICE	AVISON HOUSE	
ACADEMIC	NBH BOYS	
ADMIN/MEDICAL	NBH GIRLS	
HOUSEKEEPING	DAY HOUSE GIRLS	
MAINTENANCE	DAY HOUSE BOYS	
KITCHEN STAFF	SUNLEY HOUSE	
INCIDENT CONTROL SHEET	TOTAL NO OF BOARDS	15
Establish if fire brigade need to be called		
Confirm all students accounted for		
Confirm all other staff accounted for		
Time all clear given		

**Any comments:**

**Emergency Phone Numbers:**

- School Office- 07833 068953
- Security Phone – 07511 122903
- SLT Phone – 07774 541903

**Out of Hours Fire Incident Control Sheet**  
**(17:00 - 08:30 | 5pm - 8.30am)**

	Actioned
Day and date	
Time Alarm Sounded	
House Signing-in/Signing-out Sheets and House Register clipboard brought by Member of Staff on Duty, and whiteboard checked for staff absences	
Establish if fire brigade need to be called	
Confirm all students accounted for	
Confirm all House staff accounted for	
Time all clear given	

**Any comments:**

**Incident Controller Name:**

**Emergency Phone Numbers:**

- School Office- 07833 068953
- Security Phone – 07511 122903
- SLT Phone – 07774 541903

## Fire Risk Assessment Policy

### Background

The Regulatory Reform (Fire Safety) Order applies to England and Wales. It covers general fire precautions and other fire safety duties that are needed to protect the Relevant Person(s) in case of fire. The Order requires fire precautions to be put in place where necessary and to the extent that it is reasonable and practicable in the circumstances of the case. Responsibility for complying with the Fire Safety order rests with the responsible person.

The Fire Safety Order is a Risk Assessment based approach where the Responsible Person(s) for the premises must decide how to address the risks identified, while meeting certain basic requirements. By adopting a fire risk assessment approach the responsible person(s) will need to look at how to prevent fire occurring in the first place, by removing or reducing hazards and risks (ignition sources) and then to look at the precautions to ensure that people are adequately protected if a fire were still to occur.

### General Statement of Local Policy

Governors recognise that they have a range of duties with regard to fire safety and prevention. The competent person and member of the Senior Leadership Team responsible for this Policy and its implementation is the Bursar.

The School's policy is to:

- Ensure the safety of staff or anyone else legally on the school's premises by assessing the risks arising from fire within the school's premises and to ensure that the School's facilities are compliant with current fire safety regulations, including the Regulatory Reform (Fire Safety) Order 2005 liaising as required with the local Fire and Rescue service (FRS).
- Ensure effective arrangements are in place to minimise the risk of fire, including:
  - Ensuring compliance with Building Regulations requirements for fire safety.
  - Implementing any recommendations from the FRS and other appropriate agencies.
  - Maintaining fire detection and alarm systems
  - Maintaining a strict no-smoking site rule
  - Fire awareness training and ensuring availability of facilities to call emergency services
  - Maintaining plant effectively
  - Risk assessing high risk activities (in particular science, art and drama)
  - Specific controls regarding storage and use of high risk substances
  - Regular inspections and insurance surveys
  - Appoint competent persons to provide, maintain and regularly test/inspect:
    - Fire detection and alarm systems
    - Emergency lighting systems
    - Fire-fighting equipment
    - Means of escape, including keeping escape routes clear and taking account of the needs of disabled users
  - Ensure that all staff, students and visitors (including contractors and third party hirers of facilities) are made fully aware of the School's fire procedures and comply with them.
  - Have in place procedures and action to be taken in the case of a fire alarm and arrange regular practice fire drills for the School.

- Identify training needs and provide appropriate training in fire procedures for staff, students and visitors.
- Identify any special risks e.g. storage of chemicals and put in place procedures to minimise these risks.
- Liaise with third parties such as the School's insurers, consultants and FRS to ensure that best practice is in place.
- Keep records relating to:
  - Fire risk assessments and reviews
  - Fire practice drills
  - Hot works permits etc.
  - Inspection and testing of fire detection and alarm systems, emergency lighting, fire-fighting equipment and emergency door release systems.
  - Training relating to fire safety training
- Monitor and review this policy on an annual basis so as to ensure that any new risk or regulation is addressed appropriately.

### **Heads of Department Responsibilities**

Heads of Department are responsible for:

- Ensuring that all members of staff in their area are up to date with fire procedures.
- Ensuring that all new staff have been adequately briefed as to fire safety arrangements and the procedures to be followed in the event of a fire.
- Spot checking that no fire instruction signage or extinguishers, call points are damaged and reporting any issues via the maintenance portal.
- Monitoring that all fire exits in their respective area are working and are not blocked.
- Making arrangements for any staff or students with disabilities working in their area.

### **External Oversight**

The School will ensure that there is regular professional oversight of arrangements in the School to ensure that all School systems and procedures meet statutory guidelines. This will include:

- Servicing of fire alarm systems, fire extinguishers and emergency lighting by certified external contractors on an annual basis.
- Employing an external consultant to carry out the Fire Risk Assessment every three years.
- Consulting with architects, builders, building control and fire officers prior to undertaking any building work and seeking specialist advice where there are any concerns about fire safety.

In addition the Bursar will ensure that:

- A fire drill takes place each term.
- That there are adequate trained staff in place.
- That termly fire audits are completed.



## Termly Fire Safety Inspection Checklist

	Yes	No
<b>Extinguishers</b>		
1. Are all fire extinguishers present in their correct location?	[...]	[...]
2. Are all fire extinguishers hung or stand-mounted?	[...]	[...]
3. Are all extinguishers within their annual inspection date?	[...]	[...]
4. Are all extinguishers unobscured, unobstructed and freely visible?	[...]	[...]
<b>Escape routes and exits</b>		
5. Are escape routes clear from stored materials and debris?	[...]	[...]
6. Are all internal fire doors closed (not wedged open)?	[...]	[...]
7. Are final exit doors clear and unobstructed on both sides?	[...]	[...]
8. Do final exit doors open easily?	[...]	[...]
9. Are external pathways from the exits away from the building clear?	[...]	[...]
<b>Signs</b>		
10. Are escape route signs clearly visible and legible?	[...]	[...]
11. Do signs indicate the nearest escape route from all workplaces?	[...]	[...]
12. Are internal fire doors labelled?	[...]	[...]
13. Do external fire doors have opening instructions shown?	[...]	[...]
<b>Emergency lighting</b>		
14. Are all emergency light indicators illuminated (if present)?	[...]	[...]
15. Are all covers, diffusers, etc. present and fitted?	[...]	[...]
16. Do emergency lights illuminate for a minimum of 10 minutes when the electricity supply is disconnected (must be done each month)?	[...]	[...]
<b>Fire Alarm</b>		
17. Is the alarm sounded weekly?	[...]	[...]
18. Do all break glass call points have covers / glass / plastic panel fitted?	[...]	[...]
19. Are all call points clearly visible and unobstructed?	[...]	[...]
20. Are signs present over each call point?	[...]	[...]

Comments / Action Required / Other fire safety items needing attention:

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Name: \_\_\_\_\_

Signed: \_\_\_\_\_

## Staff Training

Staff who are trained to act as Incident Controller:

- Adam Wroblewski Bursar
- Charlotte Buck School Office
- Toni Holmes School Office
- Caroline Fletcher School Office
- Jo Wallis Deputy Bursar
- Christine Rayfield Deputy Principal
- Tom Burns Interim Deputy Principal
- Jane Malan Head of Boarding
- Rachel Tagoe Senior Houseparent

Staff who are trained to operate the fire panels:

- Adam Wroblewski Bursar
- Paul Bambrough Principal
- Christine Rayfield Deputy Principal
- Neal Webber Estates Supervisor
- Paul Kindred Estates Officer
- Jane Malan Head of Boarding
- Jo Wallis Deputy Bursar

Emergency Phone Numbers:

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General Fire safety information for staff, is in the Staff handbook.

<b>Policy author/reviewer:</b>	<b>Policy date/review:</b>	<b>Next review due:</b>
Jo Wallis	September 2019	September 2020
AW & JW	September 2020	September 2021