

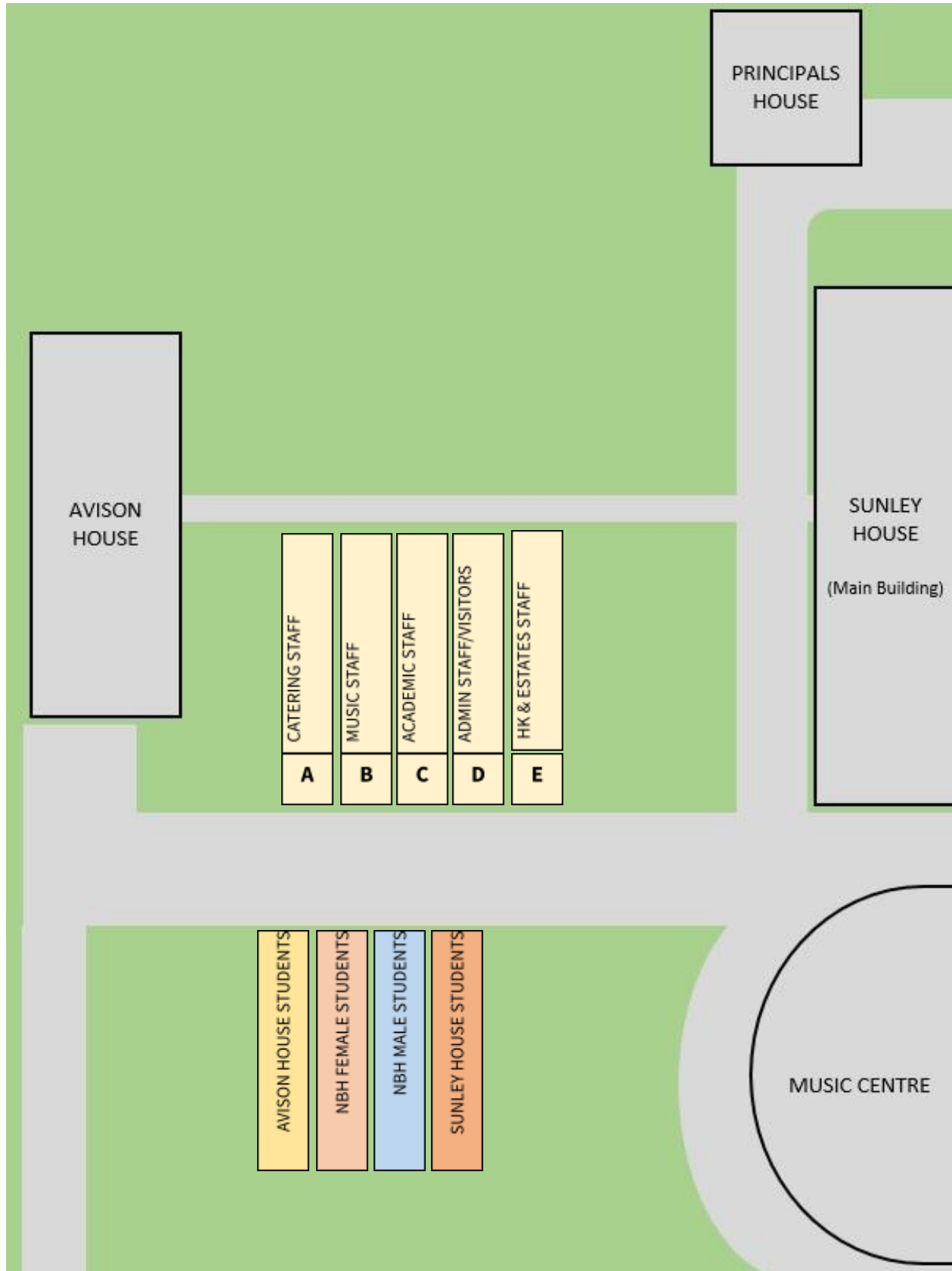
## **H1a Fire Procedure and Policy Handbook (Part of H1)**

- Fire Regulations & Emergency Action Plan
- Fire Assembly Point Map
- General Procedures
- Precautions
- Visitor Procedures
- Daytime Incident Control Sheet
- Out of hours Incident Control Sheet
- Fire Risk Assessment Policy
- Termly Fire Inspection Checklist
- Staff Training
- Fire inspection dates

### **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.
- Students line up in groups on the lawn in front of New Music Centre facing Avison House. 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 grass in front of the New Music Centre by their designated letter plus department label indicated on the light bollard.
- 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 SLT at panel to school office mobile.

**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, Director of Operations
- 5.00pm-8.30am Principal, Vice-Principal, Director of Boarding, 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 Director of Operations to file.

Incident control sheets are filed in Director of Operation'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		
INCIDENT CONTROL SHEET	AVISON HOUSE/DAY STUDNETS	
INSTRUMENTAL	NBH BOYS	
MUSIC OFFICE	NBH GIRLS	
ACADEMIC TEACHERS	DAY HOUSE GIRLS	
ADMIN/MEDICAL	DAY HOUSE BOYS	
HOUSEKEEPING	SUNLEY HOUSE	
ESTATES	VISITORS/GOVERNORS	
CATERING		
	<b>TOTAL NO OF BOARDS</b>	<b>15</b>
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.

- o Identify training needs and provide appropriate training in fire procedures for staff, students and visitors.
- o Identify any special risks e.g. storage of chemicals and put in place procedures to minimise these risks.
- o 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:
  - o Fire risk assessments and reviews
  - o Fire practice drills
  - o Hot works permits etc.
  - o Inspection and testing of fire detection and alarm systems, emergency lighting, fire-fighting equipment and emergency door release systems.
  - o 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 year.
- 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
- Lili Stemson                School Office
- Linda Griffiths             School Office
- Marie Lynch                 School Office
- Emma Bantock             Director of Operations
- Tom Burns                 Vice-Principal
- Kate Cayley                Director of Boarding

Staff who are trained to operate the fire panels:

- Adam Wroblewski           Bursar
- Paul Bambrough           Principal
- Tom Burns                 Vice-Principal
- Andy Milner                Estates Supervisor
- Tony Bond                 Estates Officer
- Paul Kindred              Estates Officer
- Kate Cayley                Director of Boarding
- Emma Bantock             Director of Operations

Emergency Phone Numbers:

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

<b><i>Policy author/reviewer:</i></b>	<b><i>Policy date/review:</i></b>	<b><i>Next review due:</i></b>
Jo Wallis	September 2019	September 2020
AW & JW	September 2020	September 2021
AW & JW	September 2021	September 2022
AW & KC	November 2022	November 2023
AW / KC & JM	September 2023	September 2024