

## FIRE PREVENTION

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## MONITORING AND REVIEW

Staff Responsible	Bursar
Reviewed by	SLT
Approved by	SLT
Frequency of Review	Annually
Date of Last Review	June 2023
Date of Next Review	June 2024

The School refers to all staff and students in St Mary's School, which includes the Early Years/Foundations Stage (EYFS), the Preparatory Department (Years 1-6), Senior House (Years 7-11) and the Sixth Form (Years 12-13).

## LEGAL REFERENCES

This policy operates within a wider national framework, which includes:

- The Regulatory Reform Order (Fire Safety) 2005
- Education School Premises Regulations 2012
- Fire safety in new and existing school buildings 2014

## RELATED POLICY

This policy should be read in conjunction with:

- Fire Risk Assessment
- Health and Safety Policy
- Fire Prevention Policy

## RESPONSIBILITIES

It is the responsibility of all staff members at the School to take reasonable precautions to prevent fire.

## SCHOOL FIRE SAFETY MANAGER

The Bursar, Michael Boddy, is the Fire Safety Manager. The Fire Safety Manager will manage fire safety by implementing the policies agreed by the Governing Body. The Fire Safety Manager's main duties are:

- Manage the School to minimise the likelihood of fires occurring (fire prevention).
- Conduct hazard and risk assessments
- Ensure clear signage such as fire notices
- Check the adequacy of fire-fighting apparatus and its maintenance
- Conduct fire safety inspections, preferably every term
- Conduct more frequent informal checks to confirm that the fire safety rules are being followed
- Ensure fire escape routes and fire exit doors/passageways are unobstructed and doors open correctly
- Check fire detection and protection systems are maintained and tested, and records of these checks are kept
- Ensure close-down procedures are followed

## SCHOOL FIRE SAFETY OFFICER

The Senior Deputy Head, Jacqui Deadman, is the Fire Safety Officer. The Fire Safety Officer's main duties regarding fire safety are:

- Conduct fire drills termly in both Prep and Senior House
- Train staff and pupils in respect of fire safety procedures
- Keep a record of all fire drills and incidents

## FIRE HAZARDS AND PREVENTATIVE MEASURES

The following fire hazards and their preventative measures are identified:

### Smoking

- The school is a non-smoking site. Smoking is not allowed on any part of the School site and signs are distributed around the buildings to reinforce this

### Electrical Equipment

- Electrical equipment is PAT tested on a regular basis
- Electrical equipment is switched off when not in use and unplugged, if appropriate, at the end of the working day
- Care is taken to ensure that electrical circuits are not overloaded, by using only fused extension cables, which should be fully unwound
- Extension cables are never plugged into other extension cables and adaptor blocks are not used
- Central electrical cut-off points are located in laboratories

### Naked Flame and Gas Appliances

- The use of Bunsen burners is covered by the Science Laboratory risk assessment. Pupils may not approach naked flames without staff supervision. The Bunsen burners are regularly inspected and replaced as necessary. There are gas isolation points separate from the practical areas
- Gas appliances elsewhere are regularly inspected and tested and the supply can be cut off in an emergency
- The Food and Nutrition room is covered by a separate risk assessment. All staff and pupils are trained in the safe use of gas appliances and must wear correct clothing at all times
- Occasionally the use of additional heaters may be required. These appliances are inspected and tested regularly. They are sealed units which are plugged in. They must be positioned at a safe distance from any furniture and must never be covered

### Laboratory Equipment

- All laboratory equipment is regularly inspected and maintained in good working order, or clearly labelled as unserviceable, by Science staff
- Science staff (and pupils, where appropriate) are trained in its safe use; pupils are never allowed to enter a Science laboratory unsupervised and may never use laboratory equipment without staff supervision
- All potentially hazardous equipment and procedures are used/carried out with strict adherence to CLEAPSS guidelines

### **Flammable/Combustible Substances**

- All new school furniture is to conform to British Fire Safety Standards
- Flammable or combustible materials are stored in accordance with COSHH
- Flammable materials such as chemicals are kept in a secure store; stocks are inspected regularly and recorded and any obsolete stocks are disposed of safely in accordance with CLEAPSS (HAZCARDS)
- All containers and storage areas are clearly and appropriately signed
- Safety screens are used when experiments with highly combustible materials are carried out and there is a spark risk

### **Arson**

- Site security is monitored and reviewed regularly. Visitors are required to identify themselves and sign in at Reception during the working day
- No unaccompanied visitors are to be on site at any time
- Any strangers should be challenged, if it is safe to do so. In the event of any suspicious activity, the police should be called

## **FURTHER MEASURES FOR FIRE SAFETY**

Escape routes should never be blocked and fire safety equipment should never be obstructed. Corridors and entrances are to be kept clear at all times; pupils and staff have designated space for storing bags, coats etc safely. At busy times (e.g. lunch queue) supervising staff will ensure that bags are not left in corridors or doorways. Fire extinguishers of different kinds (water, foam, powder and CO<sub>2</sub>) are located strategically around the School site, according to the main type of fire risk posed. Fire extinguishers, blankets and alarms are clearly signed and kept accessible at all times.

Fire doors are installed at appropriate points around the building, in accordance with the advice of the inspecting Fire Officer; these are kept shut at all times. Emergency lighting of the fire exits is regularly tested. Smoke detectors are strategically located in the buildings and these are tested at the same time as the fire alarms.

Rubbish should not be left adjacent to buildings. Bins are emptied on a daily basis. Larger exterior bins are securely closed, never allowed to overflow and emptied once a week.

Mandatory signage around the buildings, indicating fire exits, evacuation procedures, action in case of an emergency is clearly displayed. The Bursar conducts a 'walkabout' to check for clear signage. Evacuation procedures are regularly practised at different times of the day.

## **TRAINING**

All staff are trained to:

- Know how to raise the alarm
- Know what action to be taken on discovering a fire
- Know the evacuation procedure and escape routes
- Know where the assembly area is and the procedure for checking pupils
- Know the location of fire fighting equipment and how to use it

Training is delivered by an external specialist agency every three years. Heads of Department are to risk assess their subject areas and class rooms, reviewing and updating this with their staff.

## ACCOUNTING FOR ALL STAFF AND VISITORS WHILST ON SITE

All Staff must sign in upon arrival on the premises and must sign out when they leave. Prep Department staff sign in upon arrival in the entrance to the Reception class whilst Senior House Staff sign in at reception in the Main Building.

Visitors are to report to Reception on arrival and sign into the Visitors Book. They will receive a visitor's badge and are given instructions of where to assemble in the event of an emergency. Visitors are always accompanied and will be asked to sign out when they leave.

If anyone with a disability joins the School, an assessment of need is made prior to their arrival and a risk assessment is carried out according to individual need. All pupils and staff are required to practise regular fire drills; in the event of a disability preventing independent response to a fire alarm, a designated member of staff would be responsible for the evacuation of the disabled individual.

Any lone workers are to inform the Site Manager if they are on site when the School is not normally occupied. They should sign in and out, giving times of arrival and departure. Lone working is discouraged and it is recommended that staff work during the holidays only at those times when the office or reception is staffed.

## APPENDIX - FIRE PROCEDURE

### GENERAL PROCEDURE

As soon as the Fire Bell rings immediate evacuation of the associated buildings must take place.

All students and staff, as well as Holroyd Howe employees and any visitors should leave the building without delay via the designated exits. The evacuation of the buildings must be carried out in silence and people should make their way to the Cedar Lawn. It is the responsibility of all staff to ensure that the students leave in silence.

ALL relevant staff, students and visitors should be on the far side of the Cedar Lawn. Form staff must remain with their form at all times.

If staff are teaching in another part of the school, they should lead their teaching group out to the assembly point (Cedar Lawn) and then register their form as normal at the assembly point, (Cedar Lawn).

Form Staff should collect the register, check their form and report back to the member of Admin staff in charge of the registers that day who must stand near the students. If neither tutor is present then the Admin staff will pass the register to any available member of staff. Any absentees will be checked against the list of absentees and the signing in/out register. The member of the Admin staff should then confirm the checking is complete with JD (Senior Deputy Head).

The Fire Group Leader is the one indicated in bold on each section of the signing in/out register. This person is responsible for checking the members of staff in that section and responsible for reporting that information to CS (Head's PA) who will in turn report to JD (Senior Deputy Head) when all the groups are checked.

Catering staff should be registered by the Chef Manager on duty who will report to JD (Senior Deputy Head).

Peripatetic music teachers/Visitors should escort their pupils to Cedar Lawn and then make their way quickly to the Cedar Lawn and report to LS (Registrar) who will report to JD (Senior Deputy Head).

No one should return to the buildings until specifically allowed to do so.

Group	Students	Staff	Catering Staff	Peri/visitors
Registered by	Form staff	Fire group Leader	Chef Manager	
Report to	LD/LS/HC	CS		LS/HC
Who reports to	JD	JD	JD	JD

This policy is summarised around the school site via posters. This can be seen on Appendix A.

## THE PREPARATORY DEPARTMENT FIRE PROCEDURES

### Alarms Sound

- Smith Building, with automatically closing internal fire doors
- Paddington House to serve Years 1 and 2
- Oakdene Building to serve Years 3 and 4
- Little St Mary's to serve Early Years

### Evacuation of all Buildings

Upon evacuation all classes are to file out in silence and assemble on the Cedar Lawn.

#### Little St Mary's

Early years will exit via the nearest evacuation point and proceed towards the Cedar Lawn.

#### Paddington House

Years 1 & 2 students and staff in the Prep staff room or offices will exit through the front door of the Paddington House to the assembly point. Students using the Library will exit through the Playground door. Everyone who is upstairs will use the main staircase to descend.

#### Oakdene

Years 3 and 4 will file downstairs and leave the building through the Oakdene exit and walk to Cedar Lawn via the Smith Building & Cherry Tree House. All girls and staff using the Oakdene Hall will leave through the Oakdene exit. Girls using the ICT Suite will file downstairs and leave the building through the Oakdene exit.

#### Smith Building

Year 6 and any girls using the Prep Science Room will exit via the fire door in their rooms. They will reach Cedar Lawn via the path round the front of the Smith Building/Cherry Tree House. Year 5, any pupils/staff in the Learning Support Room, and the staff/visitors in the Meeting Room will file downstairs and leave through the main entrance of the Smith Building. They will reach Cedar Lawn via the path past Cherry Tree House.

### **Prep Music Room**

The nearest fire exit from here is the door to the Rose Garden. Staff and pupils should make their way along the outside of Cherry Tree House to Cedar Lawn.

### **Sports Hall**

Students using the Sports Hall should exit via the fire exits and then proceed to the Cedar Lawn. Students in Prep Art and SP1 should exit via the door at the bottom of the stairs and proceed to the Cedar Lawn. PE Staff to check the cloakrooms.

In all cases, exit through the nearest safe fire exit if the standard route is obstructed, and not by the prescribed route

### **Student Check**

Teaching staff will deliver students to their form teachers on Cedar Lawn and then swiftly make their way to their own assembly point. One member of staff (LG) will bring the registers for all forms. These are located at the entrance to Paddington House. Nursery and Reception students will be checked by Early Years teachers. Forms will be checked by their form teachers.

### **STAFF CHECK**

This will be carried out by KA who will collect the staff signing-in register located at the entrance to Paddington House.

### **ROOM CHECK**

All staff are responsible for checking the room/area they are working in at the time. If a student has left the room to go to the toilet, the teacher in charge of the class at the time is responsible for ensuring that she is collected as staff and students exit the building. Where possible, the fire warden or one member of staff should sweep /check rooms and toilets on their way out to the assembly point.

## **SENIOR HOUSE FIRE PROCEDURES**

### **Alarms Sound**

- Main Building
- Cherry Tree House
- Science Block
- Cedar House

### **Evacuation of all Buildings**

Upon evacuation all classes are to file out in silence and assemble on the Cedar Lawn.

### **Senior House – Main Building**

Upon hearing the alarm students and staff are to exit through the nearest safe exit:

- Main Entrance, using main stairs if safe to do so
- Fire Exit by ICT2/SH6
- Rear Exit
- Food and Nutrition
- SH9
- Kitchen (for kitchen staff)
- Rose Garden

- Rear Exit to Staff Car Park
- Senior Hall

Staff and students will then proceed to the Cedar Lawn via the safest, direct route.

### **Cherry Tree House**

Students in CT1 and CT2 should exit through the main entrance, turn left and follow the main drive to the Cedar Lawn. People in CT3, CT4, CT5 and CT6 are to descend the stairs and exit through the rear fire exit. They will then proceed to the Cedar Lawn via the main driveway.

### **Science Block**

Occupants on the ground floor should exit through the front door. Those in either classroom on the first floor should leave via either the front door or through the Biology Prep Room. All staff and students in art via either the front door or the rear exterior fire exit. Once clear of the science building, staff and students are to proceed to the Cedar Lawn.

### **Cedar House**

In Cedar House, staff and students should exit through the nearest safe fire exit:

- Main Entrance
- CT5
- ICT1
- Rear 1<sup>st</sup> Floor Exit (by student study room)

Once clear of the building, staff and students are to proceed to the Cedar Lawn.

All should exit through the nearest safe fire exit if the standard route is obstructed, and not by a prescribed route

## **FIRE WARDEN**

The Regulatory Reform Order (Fire Safety) 2005 does not mandate a specific number of fire wardens. Based on a Risk assessment of St Mary's, we have identified the need for 19 fire wardens. The staff identified are based on their primary location within the school, with a preference for those staff who are not form tutors, although this is not always possible.

### **Fire Wardens Duties**

#### **Day-to-Day**

The day-to-day responsibilities of a fire warden are to reduce the risk of fire within the school and ensure that emergency routes and equipment are appropriately maintained.

This includes:

- Identifying and removing fire hazards on school premises
- Ensuring escape routes are kept clear of obstruction
- Checking fire doors are clear, both inside and out and are never locked
- Ensuring appropriate maintenance and servicing of firefighting equipment
- Maintaining accurate information on fire hazards within their designated area to present to fire fighters in the event of a fire
- Reporting any problems with the above to the appropriate person and ensuring action is taken



## EMERGENCY

In the event of an emergency, it is the responsibility of individual teachers to evacuate their class (including fire wardens). The role of the school fire warden is to support this where possible, providing a second level of protection.

The fire warden should:

- Raise the alarm or make sure it has been raised by someone else
- Check their designated section of the premises after the main evacuation to ensure no one has been left behind (including toilets and store rooms where students may have sought refuge)
- Execute, or assist with, students with additional needs
- Shut down dangerous equipment, close windows and shut fire doors where it is safe to do so
- Use firefighting equipment if it is safe to do so and they are confident in its operation
- Liaise with firefighters as to the location of the fire and the risks specific to that area of the school

Fire Warden		
	Staff	Area
1	Ms Katrina Lasocki	SH Hall
2	Mrs Harvi Chahal	Office, Marketing, SH1, SH2
3	Mrs Melissa Tomblin/ Ms Tine Joyce	Medical Room
4	Mr John Hopkins	Science
5	Mrs Nicola Smith	Reception, downstairs offices and Library
6	Mr Aaron Keenan	MFL
7	Mrs Liz Szczerbiak	Learning Support, SH5, SH6
8	Mrs Sam Kelly	Cherry Tree
9	Miss Grace Stacey	PE
10	Mrs Lauren Milmine	Cedar House
11	Mrs. Elaine McNally	Music, Music Practice , Prep Music
12	Jo Burton	Oakdene
13	Miss Katie Sweeney	Smith
14	Olivia Trangmar	Little St Mary's
15	Sera Brandano	Paddington
16	Rosie Brown	SH Art
17	Jess Newton	SP1
18	Mrs Kate Hemsworth	Smith/PE
19	Miss Anna Bucknall	Prep Art

## FIRE DRILL

The school regularly ensures that staff, students and systems are ready for a fire. Feedback is shared with the school and the systems are updated where required. These happen regularly and are recorded.

## APPENDIX A – FIRE ALARMS

### LOCATION OF FIRE ALARM CALL POINTS IN SENIOR HOUSE

- INSIDE FRONT DOOR
- OUTSIDE SENIOR HOUSE TOILETS
- REAR FIRE EXIT BY STUDENT STUDY ROOM
- OUTSIDE ENTRANCE (DRAMA ROOM)
- LOCKER ROOM
- MUSIC PRACTICE ROOM 2
- ASSEMBLY HALL FOYER – ROSE GARDEN ENTRANCE
- ASSEMBLY HALL FOYER - REAR ENTRANCE
- ASSEMBLY HALL - REAR FIRE EXIT
- ASSEMBLY HALL – REAR OF STAGE
- KITCHEN
- TOP LANDING - HEAD OF STAIRS NEAR LANGUAGES DEPARTMENT
- TOP OF MAIN STAIRCASE
- FIRE EXIT - BETWEEN SH5 & SH6
- CHAPEL FIRE EXIT
- SLIP ROOM BETWEEN ICT AND FOOD & NUTRITION
- FOOD & NUTRITION DEPARTMENT - REAR EXIT
- SITE TEAM WORKSHOP
- LOCKER ROOM

### CHERRY TREE HOUSE

- MAIN ENTRANCE
- 1<sup>ST</sup> FLOOR FOYER
- 2<sup>ND</sup> FLOOR FOYER

### SCIENCE BLOCK

- FRONT DOOR
- BIOLOGY PREP ROOM
- ART ROOM
- 1<sup>ST</sup> FLOOR LANDING

### CEDAR HOUSE

- MAIN ENTRANCE
- THE SPACE
- CH5
- ICT1
- TOP OF STAIRS
- 1<sup>ST</sup> FLOOR REAR FIRE EXIT

## **LOCATION OF FIRE ALARM CALL POINTS IN THE PREPARATORY DEPARTMENT**

### **PADDINGTON HOUSE**

- INSIDE MAIN ENTRANCE
- 1<sup>ST</sup> FLOOR TOILETS

### **SMITH BUILDING**

- INSIDE MAIN DOOR
- 1<sup>ST</sup> FLOOR TOP OF STAIRS

### **OAKDENE**

- INSIDE MAIN ENTRANCE DOOR
- BOTH FIRE EXITS IN OAKDENE HALL
- 1ST FLOOR LANDING
- IN 2ND FLOOR ICT ROOM

### **SPORTS HALL**

- INSIDE SIDE ENTRANCE BY STAIRS
- FIRST FLOOR BY STAIRS
- GROUND FLOOR BY FRONT DOOR EXIT
- NEXT TO BOTH FIRE EXITS IN HALL
- REAR OF CHANGING ROOMS

### **LITTLE ST MARY'S**

- IN THE KITCHEN BY THE KITCHEN DOOR
- TWO ALONG THE MAIN WALL NEXT TO DOORS TO THE DECK

APPENDIX B – POSTERS AROUND SCHOOL SITE, DETAILING PROCEDURE

**FIRE DRILL SIGNAL**

Continuous ringing of bell

**ACTION**

In SILENCE line up and leave by nearest exit

Close doors

Line up on the Cedar Lawn for roll-call, clear of  
all buildings

No student may return to the building for any  
reason until told they may do so

## APPENDIX C – CONTINGENCY PROCEDURES FOR FULL EVACUATION OF ALL BUILDINGS

The current alarm systems are not linked across the entire site, therefore the following procedure is in place to complete a full evacuation of all buildings:

- Site manager to check the panel and location of the trigger point.
- Site manager to radio the site team to trigger the alarm in the remaining two areas:
  - Area 1 – Sports Hall, Cherry Tree and Smith.
  - Area 2 – Oakdene, Paddington, LSMS.
  - Area 3 – Senior House, Science, Cedar House.
- Two remaining clusters to be evacuated.
- If any staff member has any concern, trigger an alarm point and evacuate.
- Once evacuation complete, no person to return to any building until given the all clear by the Site Manager.