



Highfield Priory
Independent Day School
and Nursery

Fire Safety - Procedures and Risk Assessment Policy

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This policy should be read in conjunction with
Crisis Management Plan
Health and Safety Policy
Risk Assessment Policy

Part 1: Fire Safety

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity. It also ensures that staff, pupils and visitors do not add to the fire risk and are able to carry out safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Highfield Priory 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 Senior Fire Safety Manager

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

- The fire safety policy is kept under regular review by Governors.
- The fire safety policy is shared throughout to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written 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 lessons absorbed.
- Fire risk assessments are reviewed annually 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.

In addition to the Headmaster, 11 members of senior staff have also been trained as Fire Managers

Emergency Evacuation Notice

All new staff and pupils, all contractors and visitors made aware of fire procedures:

1. If you discover a fire, break the glass in the nearest alarm 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 car park.
3. If you are teaching a class and you still have your register then take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The emergency services are automatically summoned when the fire alarm is activated.
5. If you have a disabled pupil in your class, you should assist them with the evacuation by carrying them to the assembly point.
6. Take the register of your class as soon as you reach the assembly point.
7. Report anyone who is waiting to be evacuated from the library, or who is missing immediately to the Senior School Fire Safety Manager who will inform the Fire Brigade. *On no account should anyone return to any building until given permission by the Fire and Emergency Services.*
8. Remain at the assembly point with your pupils until the all clear is given.

Part 2: Fire Safety Procedures

Briefing New Staff and Pupils

All our new staff (teaching and non-teaching alike) are given a briefing on the school's emergency evacuation procedures as part of the induction process at Highfield Priory 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 their own, or anyone else's safety. We offer fire awareness INSET training, including the basic use of fire extinguishers, to all staff. 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

There is a direct link to the fire brigade if the fire alarms are activated; (the office staff will phone to advise the fire station if a practise takes place.)

Visitors and Contractors

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. On the rear of the badges are printed the following instructions:

In Case of Emergency

1. On hearing the fire alarm (a siren) stop what you are doing.
2. Turn off any tools in use, i.e. hot working equipment, power tools etc.
3. Leave the building at the nearest available exit.
4. Assemble in the main playground.
5. The school operates a no smoking policy.

They are also shown 'Safety Guidelines for Visitors.'

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

Currently we do not have any disabled persons in school, however should the situation arise then a special one to one procedure based on each individual case would be given on fire safety for disabled pupils or visitors and their carers.

When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her to the assembly point. If it is not possible for the person to be evacuated then the teacher will ensure that the name of the disabled person and his or her carer, together with the location of their safe refuge point, are passed to the Schools Senior Fire Safety Manager as soon as he or she reaches the assembly point. It is the responsibility of the Schools Senior Fire Safety Manager to ensure that this information is passed as soon as possible to the Fire and Emergency Service.

Responsible 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. It is the responsibility of the School Fire Safety Managers 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 Wardens

All Fire Wardens are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Fire Wardens will receive regular refresher training.

The school has trained all members of staff in Fire Safety, either on the Fire Managers, Fire Wardens or Fire Awareness courses.

Fire Practice

We hold one fire practice every term at Highfield Priory School. We also practice an evacuation of the after-school club and holiday club every term. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Wardens help 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 Priory School:

Escape Routes and Emergency Exits

- Except for the Art & DT, Library and IT suite, there are at least two escape routes from every part of all buildings
- Fire Action Notices and Fire Escape Plans 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. They can be manually activated by breaking a glass panel and are automatically activated when smoke/heat builds up.
- 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 is located in the main school entrance hall and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS)
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times. The Caretaker is responsible for unlocking the buildings in the morning, when he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed.
- Fire Break Glass tests and Fire Alarm and Automated Door Closing Mechanism tests performed weekly by the Caretaker and completed forms are monitored and retained by the SBM.
 - Six monthly professional check on fire detection and warning equipment,
 - An annual service of alarms, smoke detectors, smoke control systems and fire extinguishers and hoses.

Electrical Safety

- Emergency Lighting units are checked by "Flick Test" each month by the Caretaker and a qualified Electrician will carry out annual 3-hour Discharge Test.
- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations [all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations].
- Annual portable appliance testing takes place.
- Records of all tests are kept in the School Business Manager's office.
- The staff check that all equipment is switched off at the end of the school day.

Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested periodically by a specialist contractor. Records of all tests are kept in the School Business Manager's office.

Gas 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 School Business Manager's office.
- All kitchen equipment is switched off at the end of service.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are 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 playground during evenings.
- Combustible materials used in maintenance, grounds and caretaking are stored in flame proof cupboards

Fighting Fires

The fire extinguishers are provided around school are for dealing with small fires (e.g. the size of a waste paper bin) involving the types of materials and hazards which exist in our workplace. They are inspected and tested by a competent person on a regular basis and a record is kept by the School Business Manager.

Staff should only attempt to use them if they are trained, confident and feel safe to do so in the event of encountering a fire. The alarm must still be raised prior to any member of staff attempting to fight a fire. If one extinguisher has been exhausted and the fire has not been put out, then the member of staff must leave the building in accordance with fire evacuation procedure and policy.

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

Generic risk assessments are used for classrooms; but individual ones are needed for corridors, stairs, kitchens, workshops etc.

Highfield Priory School has a fire risk assessment which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of Highfield Priory School's fire risk assessments can be accessed through the policies and procedure Excel document in the Policies folder on Public and is there for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome. All Line Managers should ensure that they and their staff read the sections that are relevant to them.

The Health and Safety Committee is responsible for this policy

Date last reviewed: September 2020

Authority

The Full Board of Governors, by delegation to sub-committees, is responsible for formulating the policies and procedures that will ensure the school continue to achieve the aims of the overall school strategy. Hence, each sub-committee has Terms of Reference and assigned responsibility for policies within that scope. The sub-committees are: Finance and General Purposes, Health and Safety, Safeguarding, Education and Marketing.