



Stormont School

## **12 FIRE SAFETY POLICY**

### **(Fire Safety Procedures and Prevention)**

Policy Type	Statutory
Regulation	Section 3, Part 3, Paragraph 12
Approval Committee	Health & Safety Committee
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The policy will be published on the website for current and prospective parents, governors, staff and volunteers.

Hard copies are available from the School Office.

## INDEX

1. Introduction .....	2
2. Responsibilities .....	2
3. Fire Risk Assessment .....	4
4. Fire Detection and Alarms .....	4
5. Fire Fighting Equipment .....	5
6. Emergency Lighting .....	5
7. Emergency Evacuation Procedures .....	6
8. Fire Training .....	7
9. Fire Prevention .....	7
10. Fire Records .....	8
11. Appendices	
a. Appendix 1 – Notable Risk Areas .....	1-1
b. Appendix 2 – Detailed Fire Evacuation Procedures for each Building Zone .....	2-1

## 1. Introduction

### 1.1. Scope

This guidance is applicable to all premises under the control of the School and details the approach to the control of risk from fire.

### 1.2. Objectives

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

### 1.3. Regulatory Guidance and Associated Policies

1.3.1. This statutory policy has been reviewed in accordance with Paragraph 11 (Health and Safety) and Paragraph 12 (Fire) of the Independent Schools Regulatory Requirements, and The Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O).

1.3.2. The RR(FS)O places a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire. This policy explains how the School complies with the RR(FS)O to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

1.3.3. This policy should be read alongside the Health and Safety Policy Part 1 (Policy Statement) and Part 2 (Organisation and Arrangements for Implementing Health and Safety)

### 1.4. Procedures

The School has in place procedures for:

1.4.1. Carrying out fire risk assessments

1.4.2. Preventing fires

1.4.3. Evacuation in the event of a fire

1.4.4. Maintaining and checking all fire detection, alarm and fighting systems

## 2. Responsibilities

### 2.1. Governors

The Board of Governors has overall collective responsibility for health and safety within the School and as part of this Governors ensure that an appropriate fire policy is in place in the School and that arrangements are made for its effective implementation. They have delegated responsibility for the management and implementation of fire safety to the Bursar.

## 2.2. Bursar

The Governors have delegated day to day responsibility for managing fire safety to the Bursar who will:

- 2.2.1. Ensure that all means of escape are properly maintained, always kept free from obstruction and available for safe and effective use; and that the means of escape have adequate emergency lighting.
- 2.2.2. Provide and maintain in working order all firefighting appliances and devices including:
  - (a) Fire detection and alarm systems
  - (b) Emergency lighting systems
  - (c) Firefighting equipment
  - (d) Notices and signage relating to fire procedures
  - (e) Means of escape, considering the needs of any disabled users
- 2.2.3. Arrange for a fire safety risk assessment for the School buildings to ensure the School's facilities are compliant; and reduce the risk of fire incidents by carrying out appropriate task risk assessments
- 2.2.4. Provide appropriate instruction and training for all School staff on the action to be taken to protect people and property including regular fire evacuation practices
- 2.2.5. Ensure that staff, pupils, contractors and visitors are made aware of and comply with the School's fire procedures
- 2.2.6. Identify any special risks e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks
- 2.2.7. Liaise with third parties, the emergencies services, and the School's insurers to ensure that best practice for fire prevention and procedures is in place
- 2.2.8. Monitor and review this policy on a regular basis to ensure that any new risk or alteration to legislation is addressed.
- 2.2.9. Providing at least one trained Fire Marshal.

## 2.3. Caretakers

Caretakers, who are trained Fire Marshals, are responsible for assisting the Bursar in the implementation of this policy, evacuation procedures and reporting status of buildings following an evacuation. They are also responsible as part of daily/weekly checks for:

- (a) emergency lighting checks;
- (b) testing the fire alarm system each week; and
- (c) for ensuring firefighting equipment and notices are maintained in good order reporting any deficiencies to the Bursar

**2.4. Staff**

- 2.4.1. The first and overriding duty of all members of staff in case of fire is to look after the children; no attempt should be made to fight the fire until their safety has been assured.
- 2.4.2. All members of staff are responsible for being constantly vigilant about anything that might cause a risk of fire (i.e. blocked emergency exits, wedged doors, materials, equipment or dangerous substances). If they note anything that causes them concern it is their duty to report it to the Bursar immediately.

**3. Fire Risk Assessment**

- 3.1. All of the School premises will be subject to an annual fire risk assessment conducted by an appropriately qualified external consultant or other competent person.
- 3.2. The fire risk assessment will be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage.
- 3.3. A copy of the fire risk assessment report is held by the Bursar and employees' attention will be brought to any hazards found in the assessment.
- 3.4. Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
- 3.5. Regular (weekly) assessments will be made by the caretakers and Bursar to ensure that the walkways are kept clear of obstruction and tripping hazards.
- 3.6. High risk areas are identified at Appendix 1.

**4. Fire Detection and Alarms**

- 4.1. Each of the School buildings have adequate means of fire detection. The detection equipment is maintained and regularly checked by competent persons.
- 4.2. Each of the School buildings has an adequate means of raising the alarm in the event of fire. There are three fire alarm zones:
  - 4.2.1. Main House, including Courtyard Buildings, Pearson Hall, Dining Room and Pre-Prep.
  - 4.2.2. Millennium Building.
  - 4.2.3. The Johnston Sports Hall

All three zones are linked together via a wireless system and the sound of the fire alarm is a loud continuous siren.
- 4.3. The fire alarm system in each location is to be tested weekly by the caretakers. The alarm will be activated using a different activator point each week, where this is practicable.
- 4.4. The fire alarm system will be serviced annually by a competent contractor (e.g. ISO 9001 / BAFE).

- 4.5. Records of these tests (and the Emergency Lighting tests) and servicing are maintained in a fire log book held by the Bursar.

## 5. Fire Fighting Equipment

- 5.1. The fire risk assessment will determine the minimum level of firefighting equipment which must be present in the School premises.
- 5.2. Fire extinguishers and/or other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher/hose reel/system.

## 6. Emergency Lighting

- 6.1. Emergency lighting is installed in the school where lighting would continue to be required in the event of a mains power failure, eg stairs, passageways
- 6.2. Records of testing and servicing of emergency lights will be maintained by the Bursar / Maintenance Department.

## 7. Emergency Evacuation Procedures

### 7.1. Notices

- 7.1.1. Red **FIRE** notices explaining exit routes are posted in every room. All staff should familiarise themselves with the notices and the instructions.
- 7.1.2. Green **FIRE EXIT** signs are displayed throughout the school premises which point the route to the nearest exit.
- 7.1.3. Green **ASSEMBLY POINT** notices are displayed throughout the School to the side of main fire exits.

### 7.2. Assembly Point

- 7.2.1. The **ASSEMBLY POINT** for all persons on the premises is on the **tennis court** at the front of the school. Staff and children should assemble on the tennis courts against the far side fence, in line with the year group markers. Pupils must not crowd up against the rear fence. Pre-prep will enter the tennis courts via the right-hand gate, Y3+4 through the middle gate and Y5+6 from the back left entrance. Girls will line up in accordance with their groupings at the time of the evacuation and although suitable separation between children and visitors, office and support staff should be maintained, everyone should be within relatively easy reach of the registers for swift checking purposes. If the fire or emergency is close to the courts a member of staff will direct everyone to an **alternative safe assembly point** which is either the **Prep playground or Morven the field**.
- 7.2.2. A complete set of form lists and the pupil absence list for that day, which are located in a **BLUE FILE** in the school office, must be taken to the Assembly Point by the School Administrator. Additional lists for other groupings will be made available so that each teacher in charge of a group can readily confirm that everyone is present. Each form or group teacher must confirm those present with the school secretary against the register and the daily absence list.

- 7.2.3. Anyone for whom a Personal Emergency Evacuation Plan (PEEP) has been prepared, will be assisted to leave the area in which they find themselves when an evacuation event occurs. A copy of the PEEP will be retained the School Office and taken to the Assembly Point by the School Administrator.
- 7.2.4. A member of the school office (usually the Bursary Assistant) must take the signing in iPad to the Assembly Point which contains the list of all staff and visitors currently signed in at Stormont.
- 7.2.5. The Bursar will assist with checking that all members of staff, parent volunteers and visitors are accounted for.
- 7.2.6. The Headteacher, or in her absence the Bursar, or in his absence the designated staff member in charge will call the Fire Brigade from a mobile telephone from the Assembly Point.

### 7.3. Evacuation Procedures

- 7.3.1. Detailed emergency evacuation procedures can be found at Appendix 2.
- 7.3.2. Notices will be displayed in each building detailing the action to take in the event of a fire and highlight the assembly point to evacuate to in an emergency.
- 7.3.3. If you discover a fire:
  - (a) Operate the nearest call point. This is usually located next to the nearest exit.
  - (b) Call the fire brigade by telephoning 999 or ask an adult to do so.
  - (c) Leave the building by the nearest exit. Staff are to guide the pupils from the building following the "In the event of FIRE" signs which are on display, by the door, in every room in the school.
  - (d) Close all doors and, if possible, all windows behind you.
  - (e) Report to the assembly point (tennis courts in front of the Main House).
- 7.4. There are adequate means of escape for all occupants of the school premises. We are working towards depicting these means of escape by clearly illustrated pictograms and floor plans.
- 7.5. The means of escape will be regularly inspected by the Fire Marshal to ensure they are kept clear of obstructions and tripping hazards.
- 7.6. Where disabled persons or staff/pupils will temporary impaired mobility use the premises, a risk assessment will be undertaken and specific arrangements put in place to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by the Bursar when notified.
- 7.7. 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 Bursar or designated member of the Senior Leadership Team (SLT) in charge at the assembly point. It is the responsibility of the designated member of staff in charge to ensure that this information is passed to the Fire and Emergency service as soon as they arrive

- 7.8. **SUMMONING THE FIRE BRIGADE:** The School Office is manned between 8:00am and 5:30pm during weekdays in term-time and periodically between 9:00am and 4:00pm during half terms and holiday apart from the Christmas and Easter closedowns. Between 5:30pm and 6:00pm during the week during term time if the office is not staffed calls are diverted to the Bursar. The fire panel panel in each building shows the location of the alarm call points. SLT is always given advance warning of fire practices. All other alarms should be treated as if there is a fire and the Fire and Emergency Service called once a fire has been confirmed (see paragraph 7.3.3 above).
- 7.9. Fire drills will be held every term at the School. At the beginning of a new academic year, Form Tutors are to walk their tutees through the evacuation and assembly procedures, highlighting the location of the fire alarm points and main fire exits.
- 7.10. Written records of fire / evacuation drills will be maintained in the fire log book which is kept by the Bursar.

## 8. Fire Training

- 8.1. All staff receive online general fire safety training annually through the TES Develop portal. Staff will be informed in relation to specific details that relate to the School via this policy and practical fire evacuation drills covering:
- 8.1.1. action to take if they discover a fire, including how to activate the fire alarm
  - 8.1.2. action to take on hearing the alarm, including location and use of exits and escape routes;
- 8.2. Pupils will be informed of exits and escape routes at the start of the academic year and with termly reminders.
- 8.3. Fire Marshals will be trained in:
- 8.3.1. emergency evacuation procedures
  - 8.3.2. use of fire extinguishers; emergency procedures and how to spot fire hazards.
  - 8.3.3. the provision of "safety assistance" in the event of a fire.
  - 8.3.4. Fire Marshals will receive regular refresher training.
  - 8.3.5. Visitors and contractors:
    - (a) on arrival at the School will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.
    - (b) For events with large numbers of attendees, such as open days, concerts an announcement will be made at the beginning of the event regarding evacuation arrangements.



## 9. Fire Prevention

- 9.1. The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Bursar and Caretakers will:
  - 9.1.1. Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials;
  - 9.1.2. Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
  - 9.1.3. Maintain awareness through training and refresher training of the preventative steps that need to be taken;
  - 9.1.4. Include fire prevention and evacuation procedures during the induction process with all new starters; and
  - 9.1.5. Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

## 10. Fire Records

Records are kept of training; inspections; evacuations and maintenance of systems and equipment. These are held by the Bursar.

## **NOTABLE FIRE RISKS, HAZARDS OR DANGEROUS SUBSTANCES**

### **Boiler Rooms**

Use of these areas as a store is obviously hazardous ~ no combustible material is to be kept in the Boiler Rooms in any of the buildings.

### **Kiln Room**

The kiln is situated in a locked room within the Pottery. It is used only by the Art & Design teachers who should along with the caretaker and the Bursar, be aware of how to shut it down at the mains supply in the event of an emergency. The area around the kiln and the exit from it should be kept clear at all times.

The Art & Design staff and the caretaker are the only key holders to the kiln room. A spare key is kept in safe keeping in the School Office.

### **Kitchen**

This is an area of obvious risk. More incidents could occur purely because of the nature of the equipment. Inflammable materials must be stored away from the appliances.

### **Art Room, DT Room, Pottery, and Staff Room**

All these areas have wall mounted electric wall heaters. Near each heater is a sign warning of the danger of placing anything combustible on or near these heaters.

### **Dangerous Substances**

Dangerous substances are stored in two main locations on the premises: cleaners store area and kitchen COSHH store. A small amount of petrol for the leaf blower is kept in a locked garage.

**APPENDIX 2****FIRE EVACUATION PROCEDURES – BUILDING SPECIFIC DRILLS****Main Building:**

1. Leave the building following the red “FIRE” signs, which are on display, by the door, in every room in the school.
2. The brown gates between the staff room and French classroom should be opened by the first member of staff arriving in this area to facilitate evacuation from the Courtyard area.
3. Pupils and staff on the ground floor of the Main House should evacuate through the veranda door.
4. Pupils and staff on the first floor should use the nearest set of stairs and evacuate through the fire exit opposite the laundry room or the side door.
5. Close all doors behind and, if possible, all windows behind you.
6. Assemble on the tennis court in front of the Main House.
7. The Caretaker will “sweep” the Courtyard Buildings.
8. If Teaching Assistants are at break when the fire alarm goes they must leave via the nearest exit and join their class at the Assembly Point. They should not return to their classrooms.

***Do not stop to collect personal belongings. Do not go to the toilet. Do not re-enter buildings for any reason until authorised to do so.***

**Millennium Building:**

9. Leave the building following the red “FIRE” signs, which are on display, by the door, in every room in the school.
10. Close all doors behind and, if possible, all windows behind you.
11. Exit via the green gate to the side of reception.
12. Assemble on the tennis court in front of the Main House.
13. If the fire is in the Main House, exit via the Prep playground gates and note instructions on alternate fire assembly points.

***Do not stop to collect personal belongings. Do not go to the toilet. Do not re-enter buildings for any reason until authorised to do so.***

**Johnston Sports Hall:**

14. Leave the building following the red "FIRE" signs, which are on display, by the door, in every room in the school.
15. Close all doors behind and, if possible, all windows behind you.
16. Exit via the fire door on the fire door on the hall level or the main door if on ground level.
17. Assemble on the tennis court in front of the Main House.

***Do not stop to collect personal belongings. Do not go to the toilet. Do not re-enter buildings for any reason until authorised to do so.***

**Children on the Sports Field**

18. All staff on the Field should carry a walkie-talkie in case of emergency.
19. Staff will keep the girls on the field until they have received communication from the Deputy Head, and in her absence another member of SLT.
20. Depending on where the fire is, staff on the field will be advised whether to stay on the field or return to the Assembly Point.

***Do not stop to collect personal belongings. Do not go to the toilet. Do not re-enter buildings for any reason until authorised to do so.***