

**Policy Number:**

## **Policy Title: Hall Grove School Fire Safety Policy - Whole School Policy including EYFS and Boarding**

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This Policy has been produced to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 and with the assistance of the Government's Guide to Making Your Premises Safe from Fire. It applies to all members of our school community including EYFS and Boarding.

## **1. INTRODUCTION**

1.1 From September 2021 it will be the responsibility of the Principal and Fire Safety Officer, Alastair Graham, to ensure that the premises meet the fire safety standards applicable from time to time. From September 2021 it will be the responsibility of the Headmaster, Neil Tomlin, to ensure the day-to-day management of risks and to see that termly fire drills are carried out and recorded. He will also ensure that periodically staff have appropriate fire awareness training. **The Headmaster is the competent person for fire safety purposes and has undertaken training in fire safety awareness and fire warden training.**

1.2 Hall Grove is committed to ensuring, so far as reasonably practicable, that all staff, pupils, visitors and parents are protected from the risks of fire whilst on the premises. We take reasonable steps to reduce the risk from fire and to make sure people can safely escape if there is a fire.

1.3 Hall Grove makes provision for a Fire Risk Assessment to be carried out periodically by an appropriately qualified professional company. We are not routinely visited by the Fire Brigade but will facilitate such a visit and follow any recommendations made. There are currently no outstanding recommendations of the Fire Brigade.

## **2. FIRE RISK ASSESSMENT**

2.1 The Principal and the Headmaster are aware of their duty to identify hazards and people at risk, reduce the risk of fire so far as is reasonably practicable and to manage any remaining risks to acceptable levels. All staff have a duty to act responsibly and take reasonable steps to ensure that they do not put themselves or others at risk. It is the duty of employees to familiarise themselves with the layout of the buildings and the fire escape routes so as to enable safe evacuation, and to act to raise the alarm if a fire is discovered.

2.2 We periodically engage a suitably qualified professional to conduct a detailed Fire Risk Assessment (FRA). We generally obtain an updated FRA every 6 - 7 years, or sooner if there are substantial modifications to the buildings or if conditions demand (eg a major fire incident).

2.3 The most recent FRA was commissioned in 2021, prior to that in 2015, both carried out by Firesafe Solutions (UK) Limited who are accredited by BAFE, the independent register of quality fire safety service providers.

2.4 The findings of the FRA are recorded in a written assessment which prioritises any actions to be taken. This is used to review our fire procedures and the Headmaster ensures that steps are taken to complete any recommended actions within a timely manner.

## **3. IDENTIFYING HAZARDS AND PEOPLE AT RISK**

3.1 With the assistance of the FRA, we have identified the hazards within the premises and the individuals who might be especially at risk. At Appendix 1 there are details of the approach we have taken to this.

3.2 In a school such as Hall Grove there is always a risk of fire from combustible chemicals or other combustible materials. Specific key hazardous areas that must be controlled are the Kitchen (cooking oils and cleaning materials), the Science Lab (chemical cupboard), the Cookery Cabin (cooking oils) and the Cleaners Cupboard (solvents). Poor housekeeping is also a potential hazard either with corridors or fire exits potentially becoming blocked if bags and the like are left inappropriately, or if rubbish is allowed to accumulate. This could lead to fires starting and spreading, as well as causing delay in evacuation.

3.3 We have considered those people who may be especially at risk if there is a fire. As a school, we have a large number of children present on site. We also have a number of pupils with SEND and their needs are taken into account in our prevention and evacuation procedures. If appropriate, a Personal Emergency Evacuation Plan (PEEP) will be prepared (see template in Appendix 2). We have children present on site overnight in boarding accommodation and some members of staff live on site, as do the Headmaster and his family, and the Principal and his family.

#### **4. REMOVING OR REDUCING THE RISK FROM FIRE SO FAR AS IS REASONABLY PRACTICABLE**

4.1 Having identified the key hazards, steps have been taken to reduce the chances of a fire both occurring and spreading, thereby minimising or removing the chance of harm to persons in the School. Where risk cannot be entirely removed, these steps should be sufficient to minimise the risk and enable safe evacuation.

4.2 Any building or any other modifications required to comply with the recommendations of the FRA are completed in a timely manner. New buildings are designed and constructed in accordance with building regulations. In recent years, safety has been enhanced by removing three separate self-contained staff accommodation units and separate gas boilers in the main school building. The separation of other buildings (eg. Wessex building, Cookery cabin, Performance room, DT workshop and Cabin Classrooms 1 – 8) would help prevent the spread of fire. New electrical installations are inspected; the latest such inspection took place in November 2021. PAT testing of electrical devices is carried out; the last test occurred on 27 October 2021.

4.3 The School has a L2 fire detection system installed to detect fire and raise the alert through the sounding of an audible alarm. There are separate alarms in The Barn and most separate buildings such as Badger's Cottage. The fire alarm sounders are checked once a week on a Monday morning at 10.00am by the Hall Grove Handyman, Waldek Ambroziak. The L2 fire detection system is tested and serviced at least once a year by a competent person from specialist company Churches Fire Security Limited. The last service was in August 2022.

4.4 A number of fire extinguishers are located around the school buildings which are serviced once a year by a competent person from specialist company RES Systems Limited. These are wall-mounted by exits, suitable for the types for hazards present and sufficient in number, conforming to BS EN 3. The last annual service took place in December 2021. Staff are given periodic Fire Safety Awareness training and instruction on the safe use of fire extinguishers. Key staff, particularly those involved in Boarding provision, are given Fire Warden training in addition.

4.5 High risk areas such as the kitchen and the Science lab have additional fire extinguishers and other fire prevention measures in place. Flammable materials and chemical substances are secured away from sources of ignition. A list of chemicals and other combustible materials housed in these areas is logged in the School Office. Motor fuels must never be brought inside the main building or classroom areas. Gas safety inspections are carried out annually. The last one took place on 3 November 2021.

4.6 The School operates a No Smoking policy. Smoking is not permitted anywhere on the premises.

4.7 We comply with Standard 10 of the National Minimum Standards for Boarding Schools (in force from 5 Sep 22) which requires boarders to be protected from the risk of fire. Boarders and staff are aware of emergency evacuation procedures from boarding accommodation. The boarding accommodation is situated in the main school building and therefore benefits from the protection of the fire detection system and alarm sounders, as well as the other measures outlined in this Policy. Fire drills are carried out in 'boarding time' at least once a term and a record kept.

4.8 All staff receive training in our fire procedures on induction and at regular intervals. Staff attended a full rehearsal and walk through talk-through at Inset on 2 Sep 22. Staff are reminded that stairways, fire exits and emergency routes must be kept clear, and fire doors are not to be propped open. Doors in regular use have automatic closures. The School arranges for regular removal of rubbish from the premises by the local authority.

4.9 There are established emergency escape routes throughout the school which are clearly marked with fire exit signs. Escape routes are walked regularly and a full evacuation drill is practised regularly. There are at least two whole school evacuation drills every academic year and a termly boarding practice. These are recorded in separate books.

4.10 All visitors sign in and out in the School Office, where information on the fire evacuation procedure is available. Contractors are informed of our fire procedures.

4.11 Fire procedure signs are displayed in classrooms, the School Office, the staff room, and in corridors.

## 5. FIRE EVACUATION PROCEDURE

5.1 All staff have a duty to take reasonable steps to ensure that they do not put themselves or others at risk. It is the duty of employees to familiarise themselves with the layout of the buildings and the fire escape routes. Signs are displayed around the school showing the escape routes and Assembly points. In the event of finding a fire, staff must break a call point glass to set off the alarm and evacuate the building.

5.2 Assembly Points: (1) Main school: Single Netball Court (2) The Barn: driveway side of Double Tennis Courts between the Boys and Girls Changing Rooms.

5.3 During normal school hours: On hearing the fire alarm, all staff, pupils, visitors and anyone else in the school must walk directly to the Assembly Point to be registered and receive further instructions. The priority is to protect people, rather than property; evacuation should not be delayed by collecting items of personal property. When possible to do safely, designated members of staff will check the toilets and other non-classroom areas en route to the assembly point. Any person for whom a PEEP has been prepared will be assisted in accordance with it. Any person suffering a temporary disability or condition, such as being on crutches, will be assisted by a member of staff. In addition and again, where possible to do so safely, fire wardens are responsible for checking the following areas:

- a. Barn area towards the walled garden, Vine Cottage and Badgers Cottage is to be checked by Sam Tomlinson and Suzie Brown.
- b. Cabins and Early Years Playground is to be checked by Mike Wheeler.
- c. New Hall, Tech Classrooms, Admiral Room and Art room will be checked by Luke McLeod.
- d. Pre-prep, the Music rooms and the foxhole area is to be checked by Katie Hitchcox.
- e. The stable courtyard, Wessex Building and Lighthouse is to be checked by Kirsty Furness and Tim Lewis.
- f. The old hall, staff room, main corridor and main house is to be checked by the Headmaster.

5.4 The School Office staff will take the pupil, staff and visitor fire registers to the Main School Assembly point. The Head of EYFS will manage registers for children and staff in The Barn. In the event of a fire alarm sounding in "boarding time", the Boarding staff will take a list of boarders to the Assembly point.

5.5 All pupils will be registered in their forms at the designated Assembly Point by their class teacher and numbers reported to the School Office staff. Staff and Visitors will be registered by the School Office staff. Anyone missing will be noted to report to the Fire Service on their arrival. In the event of an emergency, a message via Clarion Call will be sent to all parents to collect their children from a designated location, most likely to be the New Hall if that area is safe. In the event that the ALL CLEAR is given by the Fire Service, or the Headmaster in the event of a practice drill, staff, pupils and visitors will be instructed to return to the building. No-one should return to the buildings before such an instruction is given without the express permission of the Headmaster.

5.6 Out of normal school hours:

5.6.1 Before school: If the alarm sounds before morning registration, all people on site should follow the normal evacuation process and gather at the Assembly Point. A member of the Senior Leadership team will liaise with the Fire Service and School Office staff.

5.6.2 After school: If the alarm sounds after school, all people on site should follow the normal evacuation process and gather at the Assembly Point. The leaders of all after school clubs must maintain an accurate register of attendance which they must bring with them on exiting the building to be used to register pupils. The Headmaster, boarding staff or member of the Senior Leadership team, will liaise with the Fire Service.

## **APPENDIX 1**

### **KEY STAGES OF FIRE RISK ASSESSMENT**

#### **STAGE 1: IDENTIFY FIRE HAZARDS AND POSSIBLE SOURCES OF IGNITION**

For a fire to occur it needs a source of ignition, (heat or flame). If these hazards can be kept apart, removed or reduced, then the risks to the School are minimised.

In order to do this fire hazards must be identified.

- 1a - Identify any combustibles - These can be divided into two main groups; combustible fuels such as paper, wood, cardboard, etc.; and highly combustible fuels such as thinners, solvents, polyurethane foam, etc.
- 1b - Identify any sources of ignition, (heat or flame) - All workplaces contain heat/ignition sources, some will be obvious such as cooking equipment or open flames. Others may be less obvious such as heat from chemical processes or electrical equipment.
- 1c - Identify any unsafe procedures or acts - Persons undertaking unsafe acts such as smoking next to combustible materials.
- 1d - Identify any unsafe conditions - These are hazards that may assist a fire to spread, e.g. if there are large areas of hardboard or polystyrene tiles etc., or open stairs that can cause a fire to spread quickly, trapping people and involving the whole building.

#### **STAGE 2: IDENTIFY ANY STAFF OR PERSONS WHO ARE ESPECIALLY AT RISK**

Consider the risk to any people who may be present.

There will, however, be some occasions when certain people may be especially at risk from the fire, because of their specific role, location or the workplace activity. You need to consider matters carefully if:-

- Sleeping accommodation is provided,
- Persons are challenged e.g. physically, visual, mentally, etc.
- People unable to react quickly. Arrangements for warning all occupants in the event of a fire must be adequate and fail-safe. Fire alarm systems, smoke detectors, hand bells, or a single shout may be suitable. Escape, without the use of key, should be possible from all parts of workplace to a place of safety in fresh air within two and a half minutes. Escape routes should be walked regularly and a full evacuation drill practised regularly. A fire starting in any location should not go undetected and reach a size that could cause persons to become trapped. This is more likely to happen where there is only one way out of an area. Ideally, persons should be able to turn their back on a fire and walk in the opposite direction towards a fire exit.

#### **STAGE 3: REMOVE OR REDUCE HAZARDS**

Having identified the hazards, the chances of a fire both occurring and spreading need to be reduced, thereby minimising or removing the chance of harm to persons in the School. The risk should be reduced to an acceptable level by:-

- Removing the hazard altogether,
- Reducing the hazard to the point where there is little or no risk,
- Replacing the existing hazard with a safer alternative,
- Segregating the hazard from the workplace,
- Developing a Fire Prevention Policy and culture to ensure hazards do not occur in the School.

Attempt to classify each area as either high, normal, or low risk. If high, you may need to repeat stages 1 & 2, otherwise additional measures will be required as detailed in stage 4. Normal risk areas will account for nearly all parts of most workplaces.

Low risk areas are those where there is little in the way of heat or fire sources, where typically there is not much to burn and should a fire occur then people would be able to react in plenty of time. High risk areas are where the available time needed to evacuate the area is reduced by the speed of development of a fire, also where reaction time to the fire alarm is slower because of the type of person present or the activity in the workplace, e.g. persons sleeping on the premises.

#### **STAGE 4: HAVING REGARD TO PREVIOUS STAGES DECIDE WHETHER THE EXISTING ARRANGEMENTS ARE ADEQUATE, OR NEED IMPROVEMENT**

Matters to be considered are:-

- Means for detecting & giving warning in case of fire, can they be heard by all occupants?
- Means of escape. Are they adequate in size, number, location, well lit,

unobstructed, safe to use, etc. • Signs for exits, fire routines and fire fighting equipment. • Fire fighting equipment - Wall mounted by exits, suitable for the types for hazards present and sufficient in number, must conform to BS EN 3. • Training of staff - All staff are trained in what to do in the event of a fire. New staff are inducted in the safety procedures.

It is important that all fire safety provisions are maintained in good order.

#### STAGE 5: RECORD THE FINDINGS

Findings of the assessment and the actions (including maintenance) arising from it should be recorded. If there are 5 or more employees a record must be maintained which may be in writing, or by electronic or other means. It should indicate:- • Date the assessment was made. • The hazards identified. • Any staff and other people especially at risk • What actions needs to be taken and by when. (Action plan). • The conclusions arising from the assessment.

#### STAGE 6: PREPARE THE EMERGENCY PLAN

The aim of the plan is to ensure that in the event of fire everyone, including contractors and casual employees are sufficiently familiar with the action they should take, and that the School can be safely evacuated to a location where persons will not be in danger. The employer is responsible for preparing the plan.

#### STAGE 7: MONITOR & REVIEW ON A REGULAR BASIS

The fire risk assessment is not a one-off procedure. It should be continually monitored to ensure that the existing fire safety arrangements and risk assessment remain realistic. The assessment should be reviewed if there is a significant change in the work activity, in the materials used or stored, or when building works are proposed.

Reviewed August 2022 (SEB/ARG/NT)

**APPENDIX 2**

**HALL GROVE SCHOOL**

**Personal Emergency Evacuation Plan (PEEP)**

Name	
Pupil/Staff	
Year Group/Form	
Building and Location	

AWARENESS OF FIRE ALERT	
Can the individual be notified by the existing fire alarm?	YES/NO
<i>If not, an alternative suitable method of notification must be found. Set out details below in Personalised Evacuation Procedure</i>	

PERSONALISED EVACUATION PROCEDURE	
1	
2	
3	
4	

	METHODS OF ASSISTANCE (eg. Methods of Guidance, transfer procedures etc)
The following have been designated to provide assistance	
Name	
Location	
Name	
Location	
Name	
Location	

<b>EQUIPMENT REQUIRED</b> ( <i>including means of communication, etc</i> )
<b>ADDITIONAL INFORMATION</b>
<b>MONITOR AND REVIEW</b>

Signed by Headmaster		Date	
Signed by Designated Assister		Date	

