

# **Hall Grove Fire Safety Policy**

## **The Whole School Policy including EYFS and Boarding**

The Fire Safety Officer is the Headmaster, Alastair Graham.

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.

The following areas are covered in the Fire Safety Policy:

- Assessing the fire risks throughout the school.
- Checking that a fire can be detected in a reasonable time and people can be warned.
- Checking that people can get out safely.
- Providing adequate fire-fighting equipment and training.
- Checking and maintaining fire equipment.

*To assess the fire risks and make these provisions we will follow these guidelines:*

### **THE FIRE RISK ASSESSMENT**

The Headmaster is aware of his duty to :-

- Identify hazards and people at risk. This is carried out by a periodic professionally executed Fire Risk Assessment (FRA) which identifies risk areas. The most recent was commissioned in the Spring of 2015, prior to that in 2010, and carried out by Patrick Walsh of Firesafe Solutions. The FRA prioritises actions to be taken. The next FRA will be commissioned in 2020 or earlier if there are substantial modifications to the buildings or if conditions demand (eg a major fire incident).
- Remove or reduce the hazards. Building modifications to comply the above mentioned FRA were completed in the Summer and Autumn of 2015 by Parnell Contractors (as at 4 November 2015 just two items remaining).
- Manage the remaining risks to an acceptable levels by :-
  1. Ensuring that all occupants are alerted and can leave the premises safely in the event of a fire. At Hall Grove regular practices are carried out.
  2. Reducing the probability of a fire starting, and
  3. Limiting the effects should a fire occur.

*The Headmaster is aware that he, as employer, always remains responsible for the outcome.*

### **Additional Notes**

1. The fire sounders are checked once a week on a Monday morning at 10.00am by the Hall Grove Handyman, Waldek Ambroziak.
2. The L2 detection system is tested and serviced at least once a year by a competent person from Unysystems.
3. The fire extinguishers are serviced once a year by a competent person from the company RES.
4. There are at least two whole school evacuation practices every year and a termly boarding practice. These are recorded in separate books.
5. Staff are reminded that 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.
6. Signs and notices have been placed around the school.
7. Staff are given regular Fire Awareness training and instruction on safe use of extinguishers. The most recent was in September 2015

## **Fire Evacuation Procedure**

### **During normal school hours:**

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. There are established emergency escape routes throughout the school which are clearly marked with fire exit signs.

In the event of finding a fire, staff must break a call point glass to set off the alarm and evacuate the building.

All staff, pupils, visitors and anyone else in the school must walk to the assembly point to be registered and receive further instructions. When possible to do safely, designated members of staff will check the toilets and other non classroom areas en route to the assembly point.

### **Assembly Points:**

Main school: Netball Court

The Barn, TASC and Work Shop: far side of hard area next to TASC.

The front office staff will take the pupil, staff and visitor fire registers to the Assembly point. The Head of EYFS will manage registers for children and staff in The Barn

All forms will be registered at the assembly point by their class teacher and numbers reported to the Front Office staff. Staff and Visitors will be registered by the School Front 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 Headmaster in the event of a practice drill, staff, pupils and visitors will be instructed to return into the building.

### **Out of normal school hours:**

#### ***Before school***

If the alarm sounds before morning registration all people on sites 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.

#### ***After school***

If the alarm sounds after school, all people on sites 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, or member of the Senior Leadership team will liaise with the Fire service.

### **Visitors**

All visitors, staff and peripatetic teachers sign in and out in the school office, all are briefed on the evacuation process on their first visit to the school sites.

## 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.

In a school such as Hall Grove there is always a risk of fire from combustible chemicals. Three specific areas that must be controlled are the kitchen (cooking oils), the Science Lab (chemical cupboard) and the Cleaners Cupboard (solvents). A list of chemicals housed in these areas must be lodged in the school office. Motor fuels must never be brought inside the main building or classroom areas.

A hazard that is often overlooked is Bad Housekeeping and is the easiest to correct and is responsible for many small fires either starting or certainly spreading and involving far more of the premises than was necessary.

### STAGE 2: 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 3: 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 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.