

# **FIRE POLICY & PROCEDURES**

## **Moon Hall School, Reigate**

|                                 |                        |
|---------------------------------|------------------------|
| Governor responsibility         | Premises Committee     |
| Governor Lead                   | Jo Roche               |
| Status & review cycle           | Annual                 |
| Policy details (date & version) | March 2018 (version i) |
| Next review date                | February 2019          |

## 1 Policy Statement

The Fire Policy of Moon Hall School Reigate is to eliminate or reduce the risks of fire to a reasonably practicable level. This document sets out how this is achieved. Fire Risk Assessments should be referenced for specific fire controls and risks.

In the event of fire all staff have a duty to look after the safety of pupils, visitors, themselves and other members of staff. Attempts to fight fires are only to be undertaken by trained and competent staff and only where it is safe to do so. Never risk your own life in tackling a fire.

## 2 Responsibilities

### Governors

- Must ensure that support and resources are made available for all works necessary that are identified in the fire risk assessment and for all maintenance, inspection and training.

### Headmistress

- Must ensure that **all** staff and pupils comply with the measures in this policy. Any staff member not complying with the fire safety policy will face disciplinary action.

### Compliance Manager

- Ensures that staff receive correct training
- Act as the fire –co-ordinator. Liaising with the fire service and being the focal point for checking all registers have been checked and that all persons have vacated the building.
- Collect the following from receptionist after all has been checked at assembly point: pupil registers, staff/visitor register and pupil signing in & out sheets
- All registered disabled staff and/or pupils receive a PEEP (personal emergency evacuation plan)
- Liaise with the Fire and Rescue Service and maintain this policy in accordance with their recommendations and all relevant legislation.
- Has access to all rooms in school building for inspecting fire safety and making sure staff are following the policy
- Ensures that all staff read and acknowledge the fire safety regulations and implement them
- Ensures that records are maintained
- Ensures that termly fire drills are carried out & recorded
- Ensures that monthly H&S walks are carried out and recorded
- Liaise with the premises Manager to make sure the School's insurers ensure that their recommendations are responded to.
- Ensures that the fire risk assessment is reviewed and / or updated every year or in the event of significant changes to the buildings or their usage.

### **Premises Manager:**

- Ensures that there are up to date schematic drawings of all premises showing fire safety arrangements to satisfy the needs of the Fire and Rescue Service.
- Ensures that there are adequate means of detection, alarm, escape, fire fighting (including water for the Fire and Rescue Service), access for the Fire and Rescue Service, emergency lighting and signs on all School premises. These arrangements are to be inspected, maintained, upgraded and tested in accordance with the requirements of the School's insurers, best practice and the relevant Standards.
- **Act as the responsible person at the fire alarm control panel** in the event of a fire

### **Fire Wardens (see Appendix A)**

- Check that the evacuation procedure has been followed
- Check that the building has been evacuated.

### **All staff**

- Must check on a daily basis that the areas in which they work are kept safe and free from any fire hazards. Any hazards must be reported to the Premises Manager immediately
- Are responsible for evacuating their classroom safely and promptly
- Must ensure that they sign in and out on the staff register every day
- Must be responsible for any visitors they may have in the event of a fire
- Must notify their line manager if they will be working late and likely to be alone in the building

### **All pupils**

- Must not tamper with any of the fire fighting equipment
- In the event of a fire alarm, must follow instructions from their teachers and behave calmly and quietly.

## **3 Evacuation Procedures**

### **On discovering a fire or having a fire reported to you:**

- Activate the nearest call point.
  - Notify the Fire Brigade by dialling '999'
- 
- Follow instructions for hearing a fire alarm.

**On hearing a fire alarm when inside the building:**

- The bell will ring continuously.
- Close all windows and doors in your area if safe to do so
- LEAVE ALL BAGS.
- Leave the building in single file and in silence and make your way quickly to the assembly point outside main reception on playing field opposite
- Last person out of a room should CLOSE the door.
- Do not enter or re-enter any building where the alarm is ringing until the all clear is given.
- Wait for Form Teachers in register order.

**Once Outside:**

- Form Tutors should stay with their forms; keep the children silent and check if they are present.
- Form Tutors should report to the Fire-coordinator that all children officially recorded on registers as present are present.
- All teaching and support staff should report their presence to the school secretary.
- A roll call is taken using class registers, staff signing in book, visitor's book and children signing in and out book.

**Alarms outside of school working hours:**

- If staff are in the building and they hear the alarm they should immediately make their way to the assembly point.

**Meeting the fire service**

The Fire co-ordinator must identify herself to the Fire Service on their arrival. They will want to know the following:

- Is everyone accounted for
- Is anyone missing? How many? What is their usual location? Where were they last seen?
- Where is the fire? What is on fire? (it may not be apparent)
- Are there any hazardous substances involved? ie Chemicals, solvents, Gas etc.

**4 Fire Controls & Procedures****4.1 Fire Risk Assessment**

The School has a Fire Risk Assessment. Fire Risk Assessments are undertaken and reviewed annually, or if there is significant change in the building, by the Compliance Manager. Fire Risk Assessments are held in the Compliance Manager's office and also the Premises Manager's office. Schools are required to undertake risk assessments to identify the general fire precautions needed to safeguard the safety of occupants in case of fire, including their safe means of escape. It is important that fire risk assessments are kept up to date. A fire risk assessment helps employers

check that fire safety procedures and precautions are in place and working properly.

#### **4.2 Fire Detection Systems & Alarms**

All of the School premises have adequate means of fire detection. The detection equipment is maintained and regularly checked by competent persons.

Each of the School buildings has an adequate means of raising the alarm in the event of fire. The fire alarm system in each location is tested as part of the weekly fire alarm test and half termly fire drill procedure.

The fire alarm system is serviced annually by a competent contractor (e.g. ISO 9001 / BAFE). Records of these tests and servicing are maintained in the fire logbook kept in the Premises Manager's office.

#### **4.3 Fire Alarm Testing**

The fire alarm will be tested weekly each Thursday 8.30am (unless exams are in progress in which case an alternative time will be arranged). The test will be carried out by Reg Bates or Ken Hedley who will record any findings.

#### **4.4 Fire Extinguisher Inspection & Maintenance**

All Staff are responsible for ensuring fire extinguishers are in position. Monthly inspections of fire extinguishers will be undertaken by the Compliance Manager as part of the monthly building checks. Records of monthly building checks are held in the H&S File. Annual fire extinguisher inspection and maintenance will be undertaken by an approved contractor through the Premises Manager.

The fire risk assessments will determine the minimum level of fire fighting equipment which must be present in the School premises.

#### **4.5 Emergency Lighting**

Emergency lighting is installed in the School where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits. Battery operated emergency lighting will be tested monthly, quarterly or annually depending on the risk assessment for that building (charge & illumination) and an annual full discharge test by a competent contractor. Records of testing and servicing of emergency lights are maintained by the Premises Manager.

#### **4.6 Inspection of Escape Routes, Fire Exits, Fire Doors, Signage and Emergency Lighting**

All Staff are responsible for ensuring that fire escapes routes, fire exits and fire doors are kept clear of obstructions and allow safe passage. All door wedges must be removed from fire doors after use so they return to their closed position. Any obstructions blocking escape routes should be removed immediately if possible, or reported to the School Secretary for removal. These daily checks do not require recording and should be undertaken during the course of the normal working day.

Monthly inspections of escape routes, extinguishers, fire doors and emergency lighting will be undertaken by the Compliance Manager as part of the monthly building checks. Records of monthly building checks are held on the H&S file.

#### **4.7 Practice Evacuations**

At least one full School practice evacuation will be undertaken per half term, using different “fire scenarios” each time.

#### **4.8 Training for Staff**

Regular training on fire evacuation, fire controls, equipment inspection and fire extinguisher use will be arranged by the Compliance Manager. Training in how to operate and monitor the fire panel will be arranged by the Premises Manager.

##### **Fire Wardens will be trained in:**

- ☑ emergency evacuation procedures;
- ☑ use of fire extinguishers;
- ☑ when the use of a fire extinguisher is appropriate:
- ☑ emergency procedures; and
- ☑ how to spot fire hazards.

#### **4.9 Training for Pupils**

All pupils must be shown fire escape routes and fire evacuation procedures, assembly points and exits.

#### **4.10 Fire Prevention & Mitigation**

Fire prevention and mitigation is principally achieved by controlling sources of ignition, managing combustible materials and closing fire doors. All members of Staff are responsible for ensuring the following points are complied with:

- Flammable substances are to be stored in flameproof cabinets.
- Familiarising yourself with the call points, escape routes and fire exits in the various buildings
- Do not block fire exits or escape routes

- Escape routes and stair wells are kept clear of flammable or highly combustible materials
- Fire doors are not left wedged open. Fire doors can be temporarily held open, but wedges must be removed after use and doors returned to their closed position
- Fire extinguishers must not be removed from their wall mounts unless to tackle a fire
- Smoking is not permitted in any building or on the School Campus.
- Candles are not to be used except for specific reasons i.e. religious celebration, drama production, birthday cakes etc
- Electrical and gas equipment will be checked at least annually and will be properly maintained
- There are clear instructions for turning off gas with emergency switches in place in the kitchens
- Square 3 or 2 way multi electrical socket adaptors are not to be used
- Electrical sockets must not be overloaded – A single socket provides 3120 Watts of power. Plugging electrical equipment into a socket, or several items via an adaptor into a socket, that uses a combined Wattage of more than 3120 Watts can overload the socket and provide an ignition source. Block type socket adaptors can be used, but the total Wattage of the equipment plugged into them must not exceed 3120 Watts. Typical electrical equipment wattage is given in the below tables, however specific equipment Wattage will be displayed on the equipment or plug. If in any doubt seek advice from the Premises Manager.

| Appliance                     | Watts     |
|-------------------------------|-----------|
| Typical laptop                | 150       |
| Telephone                     | 25        |
| Refrigerator-Freezer          | 300-750   |
| CD player                     | 50        |
| Microwave (600W-900W)         | 1500-2000 |
| Toaster                       | 1500-2500 |
| Kettle                        | 2500-3000 |
| Computer hard drive & monitor | 100       |
| Laser printer                 | 1200      |
| Fan (Portable)                | 100       |
| Mobile Phone Charger          | 20        |
| Lamps (As per Bulb Fitted)    | 40-100    |

- The use of portable heating appliances represents a serious fire safety risk and should be discouraged at all locations. In certain circumstances some locations may require additional space heating in order to achieve a satisfactory thermal environment. Portable heaters should only be used in accordance with the Portable Electric Heaters Guidance Note.

#### **4.11 Records**

Records are kept of training; inspections; evacuations and maintenance of systems and equipment.

#### **4.12 The key requirement for compliance**

- 1) identify any fire hazards in the workplace;
- 2) identify people at risk, including everyone who uses the premises, with particular attention paid to the disabled, people with language difficulties, employees who work in isolated areas and people in neighbouring properties;
- 3) evaluate the risk of fire occurring, whether by accident or deliberately;
- 4) record significant findings and action taken, prepare an emergency plan, inform and instruct relevant people and provide training;
- 5) keep the assessment under review and revise where necessary.

#### **Emergency Evacuation of Disabled Pupils or Staff**

The means of escape provided must be suitable for the evacuation of everyone likely to be in the premises, including those with impaired mobility. This may require additional planning and allocation of staff roles; Personal Emergency Evacuation Plan (PEEP). Staff may be asked to assist with evacuating disabled pupils and/or adults. This should be entirely voluntary, and only after appropriate training has been received. Volunteers offering such assistance should not be put at risk of injury to themselves.

#### **4.13 Legal Requirement & Education Standards References:**

- Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools, January 2017 version. ([www.isi.net](http://www.isi.net)).
- Part II of the Regulatory Reform (Fire Safety Order) 2005, ([www.opsi.gov.uk](http://www.opsi.gov.uk))
- "Fire Safety Risk Assessment for Educational Premises" DCLG publication ([www.communities.gov.uk](http://www.communities.gov.uk))

**APPENDIX A**

FIRE WARDENS

|                |
|----------------|
| Reg Bates      |
| Tom Duke       |
| Roz Clarke     |
| Ken Hedley     |
| Caroline Brady |