



Fire Safety Procedures and Prevention Policy

This policy applies to all pupils at Brabyns Prep School, including those
in the Early Years Foundation Stage (EYFS)

New Policy created: July 2019

Last School Review: September 2021

Next Bellevue review: September 2022

KEY STAFF FOR FIRE SAFETY AND PREVENTION

Headteacher: Mrs L McKenna

Chair of Health and Safety Committee: Mrs S White

**Lead Person for Fire Safety
("the competent person"):** Mrs L McKenna

Main Fire Wardens/Fire Marshals: Mr G Scrivens
Mrs H Mitchell
Mrs S White
Miss C Lawford
Mrs L McKenna

*All staff complete Fire Warden Training as may
have to marshal children*

Safeguarding Governor G Davies

ADDRESS OF PREMISES

**34-36 Arkwright Road
Marple
Stockport
SK6 7DB**

Brabyns School is required under the Health and Safety at Work Act 1974, to comply with the relevant statutory provisions. Within this policy the responsible person will endeavour to observe measures to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. Measures will be taken to prevent or reduce the risk of fire and the spread of fire on the premises and to train and instruct employees, pupils, visitors and contractors in relation to the arrangements for action to be taken in the event of fire on the premises.

PERSONS AT RISK

During a typical working day there can be approximately 125 pupils and 35 staff on the school site.

FIRE RISK ASSESSMENT

In order to eliminate or reduce the risk of fire, hazards have been identified by means of risk assessment. The following risks were included in the assessment:

- i) Ignition Sources
- ii) Combustible materials
- iii) People at risk
- iv) Adverse structural features

The School engages Lantei to undertake its Fire Risk Assessment (FRA). This is undertaken every two and also at any time when there is a significant change to the building or the way it is used. In the interim years, an annual in-house review of the Fire Risk Assessment is conducted. This is undertaken by the health and safety officer/site manager/etc

Date of last external Fire Risk Assessment: **08/4/2020**

Date of last in-house review of the FRA: **April 2020**

The Health and Safety Committee meets regularly to discuss and review all fire procedures and matters arising from risk assessments. The exact frequency of these meetings is to be determined by the Health and Safety coordinator in order to respond immediately to any issues that may arise.

MANAGEMENT OF POTENTIAL FIRE HAZARDS

- Boilers, sparks from light switches and other electrical equipment; All boilers are gas fired and are serviced annually by Platinum Gas Boilers
- Smoking on the premises is forbidden.
- Combustible solids and liquids are not subject to heat or naked flame.
- Paper and card throughout the school should not be allowed to accumulate in piles.
- Bins are cleared each evening.
- Waste dustbins should be kept as far away from the school walls as possible.
- All fabrics used should be flame retardant.
- All furniture should conform to British Standards.
- Science, Art, Design Technology: Chemicals are kept in a locked cupboard, and are not subject to heat or naked flame. Hazardous chemicals are stored in locked cabinets and their access restricted to authorised personnel. These cabinets are located in

designated rooms with a coded lock on the door. These rooms themselves also meet Fire Department regulations concerning fire containment.

- Kitchen staff ensure that chemicals used in the kitchen are stored in an appropriate locked location.
- Cooking: electricity and gas services within the kitchen/staff room are regularly checked
- Science: electricity and gas services within the prep rooms are regularly checked.
- Any smell of gas should be reported immediately to the office who will call the emergency number for the gas board whilst evacuating the building.
- Electrical: All portable appliances, including any belonging to staff and pupils and kept at school are checked regularly, usually annually. Fixed wiring is inspected by an external company every 5 years. No electrical equipment should be brought on site without the knowledge of and inspection by the person responsible for PAT testing. Pupils are not allowed to use mobile telephone chargers in school. Chargers for laptops must first be PAT tested and certified before use. New items are tested at the end of their first year in use.
- The school has a policy in relation to the use of socket protectors, which takes account of up-to-date guidance.
- Computers: Computers are in every classroom, the school office, and the IT suite and in mobile units around school. Pupils should not be left unsupervised with computers.
- Fire doors are installed at the point of high risk.
- All internal doors are closed at the end of the working day.
- Contractors on site are required to complete a hot work permit and are fully instructed on the procedure for fire safety compliance and action to be taken in the event of a fire.

SUMMARY OF FIRE SAFETY RESOURCES

- There is a double battery back-up fire alarm system installed.
- All doors that are designated as fire escape routes have adequate signage to denote this.
- Appropriate emergency lighting has been installed
- The school is equipped with appropriate fire detection equipment, including smoke and heat detectors
- The school has resources for tackling small fires, including extinguishers.

SUMMARY EVALUATION

- Overall responsibility for fire safety lies with the Headteacher, who delegates the leadership of action in relation to fire safety and prevention to the Business Manager
- Average evacuation time in standard drills is 2 minutes (Main Building), 2.5mins (Jnr Building) and is judged to be adequate given that the spread of a fire is likely to be slow.
- Average time need to account for everyone at the roll call is 2 minutes, 28 seconds
- Staff and in the procedures for an evacuation. Such training is included in the induction programme for new staff. It is adequate and the pupils have at least one escape drill per term
- Staff training and drills are always recorded in a fire log.
- There are adequate and sufficient means of fighting small fires.
- Formal risk assessment to take place regularly.

- Staff are alerted to find any hazards and report them to the Headteacher, office or any member of the Health and Safety Committee **AT ANY TIME**.

DETAILED EVALUATION

1. The school premises are used for educational purposes and are also hired in the evenings.
2. There are portable fire extinguishers at strategic places around the school, on every floor and clearly marked locations. All staff are fully aware of their positioning. The number and type of fire extinguishers and other fire-fighting equipment, and their positioning complies with current legislation.
 - Maintenance of fire extinguishers is undertaken 6 monthly by Safe
 - Maintenance of fire alarm system is undertaken annually by First City Fire & Security
 - Maintenance of emergency lighting is undertaken Annually by First City Fire & Security
 - Maintenance of fire detection equipment is undertaken 6 monthly by First City Fire and Security
3. Pathways of escape are clearly marked by white arrows on green backgrounds and are very visible. There are escape stairs at the back of the school building which are easily accessed from the first and second floors. Fire door escapes exist at the back and front of the school building and there are also external doors to two ground floor classrooms.
4. Fire drills are carried out at least once per term. The times of drills are varied to give pupils and staff experience of evacuating from different starting locations. The variation of times includes occasional drills to evaluate the procedures at challenging times, such as lunchtime or during wraparound care. Periodically, drills introduce a difficulty to simulate a real emergency situation.
5. There are fire alarms, and heat and smoke detectors on every floor.
6. Emergency lighting is in place for all floors and exits. These are checked at least half termly by the Site Supervisor. They are also checked visually with the weekly fire point tests. They are tested by First City Fire & Security once per year.
7. There is a detailed Fire Emergency Plan for the building.
8. A fire log book is kept, which includes details of fire drills, staff training, alarm testing and escape lighting, located in the school Business office.
9. In the case of an emergency requiring evacuation, particular attention is paid to those with disabilities, visitors, or members of the public who are unfamiliar with the evacuation process. For any pupil or staff member with either temporary or on-going limited mobility, the school will create, if required, a personal evacuation plan (PEEP). This is likely to be prepared in conjunction with the person's doctor and/or nurse, and, in the case of pupils, the parents.
10. Records of who is present (including class registers, staff signing in book and the part-time staff signing in/out book), including any visitors (in the visitors' book) are maintained in the school office and taken to the roll call point. Where such records are electronic, a list of absentees is printed on a daily basis, amended during the day if required and compared with standard class lists at the roll call point.

11. On occasion, the premises are used for after-school clubs. Attendance registers are maintained at clubs. When peripatetic teachers are on site there are always members of staff on site who are trained.

12. A register is kept of pupils attending care provision before and after school. Any pupils who arrive early, for example, for extra tuition, individual music lessons or sports coaching must register at the school office/with breakfast club on arrival.

13. Alarm systems are linked across the whole school site; When a fire call point is activated an alarm is sounded throughout the building, enabling the whole site to be evacuated.

14. The fire alarm panel is situated in the main reception area in the Main Building and the entrance lobby in the Junior building, which will indicate the place of call point activation.

15. The fire brigade is called automatically via an off-site monitoring system.

16. The Headteacher liaises with the emergency services when an incident occurs.

17. Information about access to the school is provided to the emergency services.

18. Information with regard to key holders and contact numbers is provided to the emergency services, in the event of a fire out of school hours.

ARSON: THREE POINT ACTION PLAN

1. Deter unauthorised entry onto the site by
 - Installation of a robust fence and gate.
 - Security doors on remaining two points of entry
 - An intruder alarm system which is activated once the premises is vacated
 - Ensuring that all windows are closed and locked once the premises is vacated
 - Preventing unauthorised entry to the building by use of CCTV door entry system.
2. Reduce the opportunity to start a fire by ensuring that
 - Refuse containers are not accessible to the road and stored behind locked fenced area
 - All flammable materials are stored securely
3. Reduce scope of fire damage and any losses and disruptions by
 - Making sure all fire doors are kept closed
 - Ensuring that any flammable materials are returned to locked cabinets after use.
 - Training members of staff are in fire procedures, including evacuation drills and the use of fire extinguishers
 - Ensuring that all data to secure the continued operation of the school is backed up and stored off site

MAINTENANCE AND ROUTINE TESTING

Daily

- Staff ensure by visual inspection that exit routes are kept clear, that fire doors are not wedged open and that combustible waste has not accumulated in the classroom
- The Site Supervisor checks that the fire alarm panel indicates no faults

Weekly

- The Site Supervisor ensures that the fire alarm is tested by using a different call point/zone each week and checks that the fire extinguishers in that zone are not damaged. Tests are logged.

Monthly

- The Site Supervisor ensures that a flick test is carried out on the Emergency lighting every month and logged.

Bi-annually

- The fire alarm system, including the smoke detectors, heat detector and emergency lighting is tested six-monthly by the provider, First City Fire & Security

Annually

- All fire-fighting equipment is checked annually by the provider, Safe
- Portable electrical equipment is inspected annually and PAT tested by a qualified person from Lantei Compliance
- All gas boilers are inspected annually by a Corgi registered plumber. The inspection will include the cut-off switch
- Mains electrical installation will be inspected every five years by a Registered electrician

ROLES AND RESPONSIBILITIES IN FIRE SAFETY AND PREVENTION

Role of Fire Marshals:

- On hearing the fire alarm, each marshal will check that their room is evacuated and, **without taking any risks**, ensure that the doors and windows are all closed. He/she will then report to the Senior Fire Marshal that the floor is clear. During a fire drill, the evacuation will be timed, aiming to vacate the building in two to three minutes.
- During the evacuation the fire marshal should encourage any pupils and staff around to evacuate and to proceed quietly to the assembly point.
- **The fire marshal's primary role is to ensure that there are no persons left in his/her designated areas.**
- Report to the person in charge of any person known to be remaining in the building.
- If the fire marshal is also a form tutor, he/she should then follow the procedure outlined below.

Role of Class Teachers:

- Registers are to be taken by class teachers or Classes are to be registered by the member of staff teaching them at the time. If class teachers are absent, part time there will always be another teacher designated to manage the class.
- Class lists will be provided by the front office staff and these are held in each Teaching area/classroom on a clipboard.
- Count heads at the assembly point and inform the person in charge once you have completed the roll call and accounted for all of your pupils. This is done by holding up a dot that is on the reverse of the clipboard/class register.

- If you cannot account for all of your pupils you should verbally inform the person in charge of any missing persons immediately.

Role of teaching staff who do not have a class group:

- Assist in the evacuation of all persons in the building as you proceed to the Assembly Point. This may include stepping in to register a class whose form teacher is not present (see below).
- Assist in ensuring that all pupils proceed quietly to the evacuation area and remain in a quiet and orderly manner until instructed to disperse.
- **It is important not to allow pupils to mix into other groups, become distracted from any announcement made by a member of staff. They should be encouraged to wait in a quiet and orderly manner.**
- In the event of any staff absences, you may be asked by members of the front office to act on behalf of a particular teacher. If so, you should place yourself in a prominent position and verbally call out for that member of staff's tutor group. Then follow the steps outlined above ("Role of Class Teachers").

Role of members of the front office

- To ensure that the class registers issued to staff in the event of an emergency are kept up to date. These will be located in each teaching area/class on a clipboard and should contain the following:
 - A list of each member of that particular class group
 - Register of Staff and Learners present or absent
- To ensure that signing in / out registers are kept for both staff and children. These are taken out to the roll call point in the event of a drill, by a designated member of staff.
- The school does not have an automatic connection to the emergency services, if the evacuation is not a drill, to dial 999 and call the fire brigade and, if necessary, other emergency services.
- To ensure that a current list of pupils who are registered absent from School at the time of the evacuation is checked and available for the person in charge as required.
- To ensure that the information on part-time staff, peripatetic and sports coaching staff etc and any visitors on site is taken to the roll call point.
- A member of office staff is designated to undertake a roll call of all adults on site at the time of the evacuation.
- To ensure that in the event of any member of the front office being absent, that the responsibilities outlined above are delegated appropriately.

Role of Person in charge at the roll call point

- Confirm all persons have been accounted for.
- Gather the details of any fire or incident (location / type / adjacent fire hazards)
- Ensure that the fire brigade has been called by Mrs H Mitchell or a member of staff , if H Mitchell is absent.

Note: The current fire system **DOES NOT** automatically alert the fire brigade.
Liaise with the fire brigade on its arrival.

APPENDIX 1: FIRE PROCEDURES

PROCEDURES IN THE EVENT OF A FIRE (Main Building and Junior Building)

Assembly point: This is the Astro Turf to the rear of the building

In the event of discovering a fire or other emergency situation that requires evacuation of the building:

- Raise the alarm immediately by activating the fire alarm call points – this is achieved by pushing on the glass panel. The alarms are located around both buildings as follows:

Main Building: Outside main office in foyer

Junior Building : Entrance way in foyer

- Instruct all pupils in your class and nearby to evacuate the building immediately – without collecting personal belongings or making use of mobile phones. Guide the children to the assembly point for roll call.
- Close windows and doors behind you if possible
- Do not run
- All visitors should assemble on the main school playground/Astroturf with all the children and staff and await further instruction
- Do not return to the place of fire.

Evacuation Procedure

On hearing a continuous alarm

- Leave the building by the nearest available exit
- Instruct all pupils in your class to evacuate the building immediately and calmly – without packing up personal belongings. Tell the pupils in your class to cease what they are doing and to proceed immediately and calmly to the assembly point where they are to register with their teacher.
- Do not delay leaving the building by collecting personal belongings
- Close all windows and doors in the room where you are situated, ensure that all your pupils have left the building, then leave yourself.
- Proceed to the assembly on the main school playground/Astroturf and await roll call
- Ensure any visitors accompany you to the Assembly Point.
- **Ensure that all pupils at the assembly point remain in their designated groups in a quiet and orderly manner.**
- See Evacuation Procedure document

SAMPLE LOG OF FIRE EVACUATIONS

Brabyns Prep School - Evacuation Practice Report Form

Date																																																		
Time																																																		
Time to evacuate	Building: On to Playground : Drill Complete :																																																	
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Notes	
Communication	<ul style="list-style-type: none">• Alarm clearly heard throughout school: Y / N• Practice pre-announced: Y / N• Fire Brigade invited: Y / N
Action required	
Next Evacuation	