



Fire Safety Policy

Person responsible	Bursar
Last update	September 2017
Frequency of Review	Annual
Date of last review by Governors	November 2017
Date of next review by Governors	November 2018

Introduction

The School recognises the and understands the responsibilities and obligations placed on the Governing Body and the Head Teacher by the Regulatory Reform (Fire Safety) Order 2005.

The school's priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Bute House School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings. Please also note the separate Fire Emergency Evacuation Procedures related to this Policy.

Role Of The School Fire Safety Manager

The Bursar is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the School Leadership Team (SLT).
- Fire safety is promulgated to the entire school community. This includes ensuring that all existing staff are reminded of the School's fire procedures and their responsibilities and that the Fire Marshalls and other relevant staff are routinely re-trained as required.
- Everyone in the school (including visitors and contractors) are informed of the clear written instructions (on the wall of every office and classroom), stating where they should go in the event of fire.
- Fire induction training is given to new staff and pupils.
- Procedures for emergency evacuation are regularly tested and lessons learned.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

Fire and Emergency Evacuation Notice

All staff are made aware of the following:

- 1 If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
- 2 If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at the netball courts.

- 3 If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
- 4 The Bursar or in their absence the Head will summon the Emergency Services if the alarm sounds.
- 5 If you have a disabled pupil in your non-ground floor classroom, you should move her downstairs, using one of the special evacuation chairs.
- 6 Take the register of your class as soon as you reach the assembly point.
- 7 Report anyone who is still waiting to be evacuated from a designated refuge, or who is missing immediately to the Bursar who will inform the Fire & Rescue Service. However; it is the School's responsibility to ensure that its evacuation arrangements include being able to evacuate all persons with a disability and that any such arrangements should not rely on the fire and rescue service involvement. On no account should anyone return to any building until given permission by the Fire and Emergency Services
- 8 Remain at the assembly point with your pupils until the all clear is given.

Briefing New Staff And Pupils

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing by the Bursar on the school's fire and emergency evacuation procedures very soon after their arrival at school. We show them where the emergency exits and escape routes are located, and show them the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm.

The safe evacuation of everyone - staff and pupils alike, is our priority. Special attention is given to pregnant employees and those with a disability. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. The caretaking staff have been trained in the use of fire extinguishers.

Summoning The Fire and Rescue Service

The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the Bursar will summon the Fire and Rescue Service at once.

One of the Caretakers is on duty or on call [24 hours a day, 7 days a week, and 365 days a year, including public holidays]. They have instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed, (unless warned of a planned fire practice).

The fire and rescue service may need confirmation of a fire, or reasonable suspicion of a fire e.g. smell of smoke, prior to responding.

Visitors And Contractors

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point or are with someone who knows the procedure.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

Disabled Staff, Pupils Or Visitors

We are aware of the duty of care owed to those with special needs, a disability, or pregnancy, for the need to provide additional support.

Teachers and carers of disabled pupils are also trained in the use of the purpose-built lightweight stairway evacuation chairs which are specially designed for moving disabled people down stairs in an emergency.

A Personal Emergency Evacuation Plan (PEEP) will be prepared for any pupil or staff member who would need assistance to leave the premises in the event of an emergency.

A generic PEEP will be available at Reception for Completion should any visitor need assistance to leave the premises in the event of an emergency.

Responsibilities of Teaching Staff

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 headcount 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. It is the responsibility of the Bursar, or in the absence of the Bursar, a Member of the School Leadership Team, to ensure that this information is passed to the Fire and Rescue service as soon as they arrive.

On no account should anyone return to a burning building.

Responsibilities Of Fire Marshals

Fire Marshals are members of the caretaking team, who do not have specific duties in the event of fire or other emergency for looking after pupils. All Fire Marshals are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Fire Marshals receive refresher training as required.

Fire Practices

We hold one fire practice every term, two in the autumn term. This combined with inducting new staff and pupils with emergency escape procedures, and the presence of trained Fire Marshals in the building helps to ensure that the school can be safely evacuated in the event of a fire.

Fire Prevention Measures

There is a system for checking that emergency routes are kept clear and signs and notices are accurate. The Bursar and Head Caretaker check the school regularly to deal with anything seen to be out of place or deemed to be potentially dangerous. Regular checks are also made of emergency lighting, fire detectors, alarms, & extinguishers. The Fire Risk Assessor (in July) and the Health & Safety Inspector (in December), also both annually check that this work is being carried out.

The School also has the following fire prevention measures in place:-

Escape Routes and Emergency Exits

- There are at least two escape routes from most parts of the building.
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fire extinguishers (of the appropriate type), smoke/heat detectors, are located in accordance with the recommendations of our professional advisors
- Stairs, passages and emergency exits are illuminated by emergency lighting
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes.
- Alarms sound in all parts of the building. In the following areas they are supplemented by visual alarms (red flashing lights):
 - The swimming pool
- Keeping fire routes and exits clear at all times. The duty Caretaker is responsible for unlocking the buildings in the morning, when he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and regularly checks that the emergency lights work, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the caretakers who with the Bursar also ensure/ arrange for:
 - Monthly checks of fire doors, automatic door closures and emergency lights,
 - Six monthly professional check on fire detection, warning equipment, & the dry riser.

- An annual service of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers. .
- Contractors to inform caretakers of any activity which may affect smoke alarms.
- Teaching staff should inform caretakers of any events which may set off smoke alarms.
- Records of all fire evacuation tests are kept in the Bursar's Office.
- Records relating to the Fire Risk Assessment and annual reviews are kept in the Bursar's Office.

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations [all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations].
- Regular portable appliance testing takes place. Records of all tests are kept in the Bursar's Office.
- The Caretakers check that all Scientific and DT equipment is switched off at the end of the school day.

Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested [annually] by a specialist contractor. Records of all tests are kept in the Bursar's office.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers
- Landlord's gas safety certificates are held for all school domestic accommodation.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards

Letting Or Hiring The School

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that [he/she] has read and understood the school's fire safety policy and procedures. A school caretaker is always on [duty/call] when the school is let or hired for an outside function or event.

Fire Risk Assessment (FRA)

The full FRA is found in the Fire Inspection Folder and is reviewed annually (or more frequently if required) by the School's external fire safety consultant.

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment.