



Fire Risk (Prevention) Policy

Person responsible	Director of Finance and Operations
Last update	November 2023
Frequency of Review	Annual
Date of last review by Governors	November 2023
Date of next review by Governors	November 2024

Introduction

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

- The Fire Risk (Prevention) 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 trained and 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. Shut doors and windows behind you.
- 3 The DFO (or in their absence the Head or Deputy Head) will summon the Emergency Services if the alarm sounds.
- 4 If you have a disabled pupil in your non-ground floor classroom, you should move her downstairs, using one of the special evacuation chairs.

- 5 Staff and pupils in SPGS swimming pool should remain in the pool building, they should not return to school until the all clear is given. If the lesson has finished, they should wait in the swimming pool gallery.
- 6 The school dog should be taken by a member of staff in the school admin office.
- 7 Take the register of your class as soon as you reach the assembly point.
- 8 Report anyone who is still waiting to be evacuated from a designated refuge, or who is missing immediately to the DFO who will inform the Fire and Rescue Service. Note that 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
- 9 Remain at the assembly point with your pupils until the all clear is given.

Briefing New Staff And Pupils

All new staff (teaching and non-teaching alike) and new pupils are given a briefing by the DFO on the school's fire and emergency evacuation procedures as part of their induction. Age-appropriate explanations and training are given by class teachers before an announced fire drill at the start of each academic year. They will be shown where the emergency exits and escape routes are located, and the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors.

The safe evacuation of everyone - staff and pupils alike, is the School's priority. Special attention is given to pregnant employees and those with a disability. Protecting property comes second. For example, pupils and staff should always use the exit route indicated from their classroom. No one should attempt to fight a fire at the expense of their own, or anyone else's safety.

The Premises Team and a number of staff throughout the School have been trained in the use of fire extinguishers, and this training is refreshed every two years.

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 DFO (or in their absence the Head or Deputy Head) 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. 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 whilst on school property. Staff responsible for visitors/contractors should ensure that they vacate the premises on hearing a fire alarm. Contractors working during the school holidays are given instruction on escape routes and the location of the assembly point.

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 DFO. It is the responsibility of the DFO, or in the absence of the DFO, 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 Premises 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 every two years.

Fire Drills

One practice drill will be held each half-term in the autumn and once in the spring and summer terms. 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. The DFO as the Fire Safety manager keeps a record of fire drills and monitors any required actions.

Fire Prevention Measures

There is a system for checking that emergency routes are kept clear and signs and notices are accurate. The DFO and Facilities Manager 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, fire alarms and extinguishers. The Fire Risk Officer (in July) and the Health & Safety Officer (in January), 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 including outside the swimming pool which is also supplemented by a visual alarm (red flashing light):
- 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 Facilities Manager, who with the DFO also ensure/ arrange for:
 - Monthly checks of fire doors, automatic door closures and emergency lights,
 - Six monthly professional check on fire detection, warning equipment and the dry riser.
 - An external 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 drills are kept by the Facilities Manager
- Records relating to the Fire Risk Assessment and annual reviews are kept in the DFO'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].
- Portable appliance testing takes place annually and records of all tests are kept in the DFO's Office. No personal devices are permitted. Any additions to portable equipment in the year are PAT tested before use.
- The duty Caretaker checks that all Scientific and DT equipment is switched off at the end of the school day.

Lightning Protection

- All lightning protection and earthing conform to BS 6651-1999. It is tested annually by a specialist contractor. Records of all tests are kept in the DFO'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 they have read and understood the school's Emergency Evacuation Procedure - FIRE. A school caretaker is always on duty when the school is let or hired for an outside function or event. All contractors should carry out their own risk assessments.

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
- Review the external Fire Safety Consultant's report, prepare a SMART action plan and report on progress regularly to the Health and Safety Committee.