



# CRICKLADE MANOR PREP SCHOOL & NURSERY

## Fire Prevention Policy

Whole School	Reviewed	Next Review	Signed
Yes (including EYFS)	11/19	11/20	<i>CB</i>
Yes (including EYFS)	11/20	11/21	<i>CB</i>
Yes (including EYFS)	11/21	11/22	<i>CB</i>
Yes (including EYFS)	11/22	11/23	<i>CB</i>

Year	Amendments
2021	<ul style="list-style-type: none"> <li>• Amendment of staff to be Fire Wardens</li> <li>• Including Hot Works tickets when dealing with contractors</li> </ul>
2022	<ul style="list-style-type: none"> <li>• Fire management arrangements for the school require strategic planning and financial decisions to be made at the highest level within the organisation.</li> <li>• Inclusion of names and responsibilities of school's primary fire wardens.</li> </ul>

## 1. Statement of Intent

The risk that fire presents to staff, student and visitor safety at Cricklade Manor Prep and Nursery as well as the risk it represents to the school's properties and business continuity is recognised. **Fire management arrangements for the school require strategic planning and financial decisions to be made at the highest level within the organisation.** The School is committed to maintaining the highest of standards in fire safety in order to protect its employees, students and visitors who may be affected by its activities. The School will take precautions to reduce the risk of fire by eliminating and reducing those risks where reasonably practicable, then managing and controlling the remaining residual risks. The School seeks to reduce fire risk by providing suitable and sufficient information, instructions and training to its staff and students. It is the Schools policy, so far as is reasonably practicable to:

- Provide and maintain places of work, accommodation and recreation that have adequate structural protection and adequate means of escape for any building occupants in the event of a fire.
- Provide, test and maintain suitable and sufficient monitoring and alarm systems in the above places that ensure that building occupants receive adequate early warning of any fire related event.
- Provide and maintain suitable and sufficient information and communication systems that ensure timely and efficient response by the school staff and that provide adequate details to the emergency fire services.
- Provide suitable and sufficient information and instruction on fire safety to school staff, students and visitors.
- Provide management arrangements for identifying and controlling fire risks.
- Provide effective management procedures to respond to and deal with the aftermath of a fire.

Executive responsibility for fire safety lies with the Headmaster Mr Guy Barratt, who is deemed as the principal 'Responsible Person' for the School, as identified in the Regulatory Reform (Fire Safety) Order 2005. These duties are further delegated to the School Business Manager and Estate Manager. In addition, Fire Wardens have duties as the 'Responsible Person' to the extent to which they have control of the buildings, and the activities operating within them. All school employees have a duty to observe and comply with the school's fire prevention policy and are responsible for the behaviour and safe evacuation of their visitors whilst they are on the school premises. Students and visitors are also required to comply with the fire prevention policy. The fire prevention policy identifies the responsibilities and procedures in relation to fire safety that all parties must understand and undertake to ensure that fire safety in their areas of responsibility is sufficient.

## 2. Introduction

Cricklade Manor Prep School is committed to providing a safe environment for its staff, students, visitors and contractors. It is the school's responsibility to provide and manage fire safety systems and procedures. All members of the school, their visitors and contractors have a statutory responsibility in ensuring compliance with the law and complying with the fire safety provisions defined within this policy. Fire is recognised as a major threat to the activities of the school. An outbreak of even a small fire creates risk to both life and property, damage to the environment and may compromise our normal business activities. The school will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with the Regulatory Reform (Fire Safety) Order 2005, and any other relevant legislation that may impact upon it. The aim of this policy is, therefore, to provide a robust fire prevention framework which will be implemented to secure the safety and wellbeing of everyone within the School and to protect its assets.

### 3. Scope

This guidance is applicable to all premises under the control of the School and details the approach to the control of risk from fire.

### 4. Objectives

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

The principal objectives of the Fire Prevention Policy are:

- To safeguard all personnel who may be affected by the outbreak of fire in any of the school's premises.
- To safeguard the physical assets of the school, its staff, students, visitors and contractors
- To reduce the incidence of fires
- To minimise the potential for fire to disrupt the work of the school
- To minimise the incidence of unwanted fire alarm signals and malicious false alarms
- To protect the environment
- To minimise the possibility of arson

### 5. Guidance

3.1 The School has in place procedures for:

- carrying out fire risk assessment.
- preventing fires.
- evacuation in the event of a fire.

- maintaining and checking all fire detection, alarm and fighting systems.
- responsibilities of personnel.

3.2 All fire officers/wardens have the responsibility of ensuring that procedures for their buildings are implemented. This would include highlighting any high risk areas or activities which take place. This is then to be brought to the attention of all employees and others who may be affected by:

- bringing fire evacuation procedures to the attention of all employees, contractors and visitors;
- All SLT, Estates and Admin staff will be trained Fire wardens. All Fire wardens are trained to provide "safety assistance" in the event of a fire.
- Fire Wardens receive regular refresher training.

## 6. Fire Risk Assessment

- 6.1 All of the School premises will be subject to a fire risk assessment. This may be conducted by an external consultant or other competent person. The person undertaking the assessment should liaise closely with the School Business Manager and Estates Manager.
- 6.2 The fire risk assessment will be reviewed annually or in the event of significant changes to the buildings or their usage.
- 6.3 A copy of the fire risk assessment will be made available on SharePoint and displayed on the Health and Safety notice board.
- 6.4 Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
- 6.5 Regular assessments will be made by staff, to ensure that the walkways are kept clear of obstruction and tripping hazards.

## 7. Fire Detection

Each of the School premises has adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons (Estates Manager/competent contractor).

## 8. Fire Alarm

- 8.1 Each of the School premises has an adequate means of raising the alarm in the event of fire.
- 8.2 The fire alarm system in each location is to be tested weekly with the date and time made known. This will be managed by the school Estate Manager. The alarm will be activated using a different call point each week, where this is practicable and recorded in the fire logbook.
- 8.3 The fire alarm system will be serviced six monthly by a competent contractor.
- 8.4 Records of these tests and servicing are to be kept by the Estate Manager.

## 9. Fire Fighting Equipment

- 9.1 The fire risk assessment will determine the minimum level of firefighting equipment which must be present in the School premises.
- 9.2 Fire extinguishers, wet and dry risers and/or other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher/system.

## 10. Emergency Lighting

- 10.1 Emergency lighting must be installed in the school where lighting would continue to be required in the event of a mains power failure, eg stairs, passageways and emergency exits.
- 10.2 Records of testing and servicing of emergency lights will be maintained by the Estate Manager.
- 10.3 Testing of the system will be carried out by a competent contractor monthly in accordance with fire prevention policy.

## 11. Emergency Procedures

- 11.1 Written emergency procedures will be provided by the school. These written instructions will include procedures in the event of a fire/emergency.
- 11.2 Information must be displayed in each building of the School premises detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency.
- 11.3 There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed with pictograms.
- 11.4 The means of escape will be regularly inspected by the Estate Manager/team to ensure they are kept clear of obstructions and tripping hazards.
- 11.5 Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be escorted by their host.
- 11.6 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 head count 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 Fire Officer. It is the responsibility of the Fire Officer to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.
- 11.7 **SUMMONING THE FIRE BRIGADE:**

There are to be standing instructions in the form of fire notices in every building which have the emergency contact numbers and the instructions to direct the emergency services to the scene of the incident. All staff are made aware of these on their initial workplace induction and should familiarise themselves with the ones in their workplace. All staff are made aware that they are responsible for alerting the emergency services in the event of a fire occurring this is to be done by dialling 999 and giving the following information:

YOUR NAME

CRICKLADE MANOR PREP SCHOOL

CALCUTT STREET

SN6 6BB

**GIVE DETAILS OF ANY RENDEZVOUS POINTS AND ANY OTHER INFORMATION PERTINENT TO THE SCHOOL.**

11.8 Fire drills will be held regularly in all buildings.

11.9 Written records of fire / evacuation drills will be maintained in the fire log book which is kept in the red folder next to the alarm panel in the Manor House

## 12. Fire Training

On arrival at Cricklade Manor Prep School all staff will undergo an induction of their workplace in regards to fire risks within their specific building and the site in general.

12.1 Staff will be informed in relation to:

- action to take if they discover a fire, including how to activate the fire alarm.
- action to take on hearing the alarm, including location and use of exits and escape routes.
- action to take in the event of an incident occurring.
- areas of greater risk of fire on the school site.

12.2 Pupils will be informed of exits and escape routes

12.3 Fire Wardens will be trained in:

- emergency evacuation procedures;
- emergency procedures.
- how to spot fire hazards.

**CMPs primary fire wardens are:**

**School Business Manager - Responsible for overseeing evacuation of buildings**

**Estates Manager - Responsible for checking Fire Panel**

**Maintenance - Responsible for investigating alarm location**

**Grounds - Responsible for investigating alarm location**

12.4 Visitors and contractors:

- on arrival at the School ALL visitors and contractors will be made aware of the procedures and assembly points in the event of an evacuation.
- For events with large numbers of attendees, such as open days/events an announcement will be made at the beginning of the event regarding evacuation arrangements.

### 13. Fire Prevention

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented every member of staff will:

- 13.1 Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials, including storage and use of dangerous substances (DSEAR & COSHH).
- 13.2 Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by.
- 13.3 Maintain awareness through training and refresher training of the preventative steps that need to be taken.
- 13.4 Carryout Portable appliance testing as necessary and maintain a record of these tests.
- 13.5 Consult regularly with the Wishford Group Operations Manager and Estates Manager.
- 13.6 Include fire prevention and evacuation procedures during the induction process with all new starters.
- 13.7 Pay close attention to the activities of contractors as appropriate including issuing Hot Works tickets where required.

### 14. Fire Records

Records must be kept of training (Deputy Head), inspections; evacuations and maintenance of systems and equipment. These will be maintained by the School Business Manager and Estate Manager.