



WISHFORD SCHOOLS

FIRE PREVENTION POLICY

This policy applies to all Wishford Schools including all EYFS settings.

Date of Policy	August 2023
Member of staff responsible	Mr Gary Vaughan
Role	Head of Estates
Review date	September 24

Last Review	Significant changes (most recent updates in red)
August 23	□ Consolidation of all fire policies into one document.

1. Statement of Intent

The risk that fire presents to staff, pupil and visitor safety in the Wishford Schools¹ Group as well as the risk it represents to each school's properties and business continuity is recognised. Fire management arrangements for a group of schools require strategic planning and financial decisions to be made at the highest level within the organisation. The group is committed to maintaining the highest of standards in fire safety in order to protect its employees, pupils and visitors who may be affected by its activities. The group 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 group seeks to reduce fire risk by providing suitable and sufficient information, instructions and training to its staff and pupils. It is the groups 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, pupils 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.

2. Policy Scope

Every school in the Wishford Schools Group is committed to providing a safe environment for its staff, pupils, visitors and contractors. It is each school's responsibility to provide and manage fire safety systems and procedures. All members of each 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 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 safety framework which will be implemented to secure the safety and wellbeing of everyone within the Wishford Schools Group and to protect its assets. Any action which contravenes this policy or a school's fire procedures could be deemed a disciplinary and, potentially, criminal offence.

This policy is applicable to all premises under the control of the Group and details the approach to the control of risk from fire. The principal objectives of this policy are:

- To enable our schools to comply with their duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.
- To ensure that risks from fire are identified and that control measures are in place.
- To safeguard all people who may be affected by the outbreak of fire at any of our premises.
- To safeguard the physical assets of the schools.
- To reduce the incidence of fires.
- To minimise the potential for fire to disrupt the work of our schools.
- To minimise the incidence of unwanted fire alarm signals and malicious false alarms.
- To protect the environment.
- To minimise the possibility of arson.

¹ The term 'school(s)' relates to all organisations within the Wishford group including camps and day nurseries.

3. Responsibility

Executive responsibility for fire safety lies with the Executive Chairman Mr Sam Antrobus, who is deemed as the principal 'Responsible Person' for the group, as identified in the Regulatory Reform (Fire Safety) Order 2005. These duties are further delegated to the Group Operations Manager and the Heads of our schools. Each Head is responsible for nominating their site's Fire Officer/'Responsible Person' (which could be themselves or another senior leader).

The Fire Officer/'Responsible Person' must ensure that:

- They maintain a sound, current understanding of the level of fire risk in relation to the buildings and the activities operating within them.
- All fire prevention measures listed in this policy are in place, monitored, tested and maintained.
- All staff have a firm understanding of the measures within this policy, their site's fire procedures and key personnel, their own responsibilities (both in the event of a fire and in relation to reporting fire risk) and their legal duty to adhere to all of the above.
- All contractors, visitors, volunteers and pupils are made aware of their role, responsibilities and the procedure in the event of a fire and their obligation to ensure their action does not undermine this policy or the site's fire procedures.
- An appropriate number of Fire Wardens are in place (at least one per separate building and/or boarding house) and all are aware of their roles and responsibilities in the event of a fire.
- All staff receive regular training in relation to their role and this is recorded centrally.
- They communicate with the emergency services in the event of a fire and to seek external support and advice whenever necessary.
- Relevant staff comply at all times with regulations on the storage, transportation, handling and disposal of flammable materials, including storage and use of dangerous substances (DSEAR & COSHH)
- Site teams regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by.
- Portable appliance testing is carried out as necessary and that a record of these tests is logged.
- Fire prevention and evacuation procedures are included during the induction process for all new starters.
- They pay close attention to the activities of contractors as appropriate.

4. Fire Prevention measures

The Fire Procedure

Each Wishford school must have a fire procedure (**appendix 1**) in place which covers the following as a minimum:

- The names, roles and responsibilities of key personnel including the fire officer and fire wardens.
- The roles and responsibilities of other staff following an alarm.
- Any site-specific measures in place to prevent fires.
- Evacuation procedures in the event of a fire (N.B. There maybe a variety of guidance depending on the time of day/year)

Fire Risk Assessment

All 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 fire officer.

- The fire risk assessment will be reviewed annually or in the event of significant changes to the buildings or their usage.
- A copy of the fire risk assessment will be made available on SharePoint and made available to staff.

- Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
- Regular assessments will be made by staff, to ensure that the walkways are kept clear of obstruction and tripping hazards. All staff are responsible for reporting and (when appropriate) clearing hazards.

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 (site managers/competent contractor).

- Each of the School premises has an adequate means of raising the alarm in the event of fire.
- 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 site manager/compliance officer. The alarm will be activated using a different call point each week, where this is practicable and recorded in the fire logbook.
- The fire alarm system will be serviced six-monthly by a competent contractor.
- Records of these tests and servicing are to be kept by the site manager.

Fire Fighting Equipment

The fire risk assessment will determine the minimum level of firefighting equipment which must be present in the School premises. 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. The Fire Officer will maintain a log of all servicing and testing.

Emergency Lighting

Emergency lighting must be installed in any area where lighting would continue to be required in the event of a mains power failure, eg stairs, passageways and emergency exits. Records of testing and servicing of emergency lights will be maintained by the site manager/compliance officer. Testing of the system will be carried out by a competent contractor on a three-monthly basis. The Fire Officer will maintain a log of all servicing and testing.

Emergency Procedures

Information must be displayed throughout each separate building detailing the action to take in the event of a fire, including exit routes and the evacuation assembly point. There must be adequate means of escape for all occupants of each school premises. These means of escape will be clearly signed with pictograms. The means of escape and evacuation signage will be regularly inspected by the site manager/team to ensure they are kept clear of obstructions and tripping hazards. 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.

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 information on evacuation notices.

Fire Drills

Every building on-site must be subject to at least one fire drill per term. In addition (where applicable), each boarding house must conduct their own termly drill. Written records of fire / evacuation drills will be maintained by the fire officer.

Fire Prevention Training

All staff will undergo an induction of their workplace in regards to fire risks within their specific building and the site in general. 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.

Fire Wardens will be trained in:

- emergency evacuation procedures;
- use of fire extinguishers; emergency procedures
- how to spot fire hazards.

Pupils will be informed of exits and escape routes

Visitors and contractors

Upon arrival on any site, 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.

Fire Records

Records must be kept of training; inspections; evacuations and maintenance of systems and equipment. These will be maintained by the fire officer.

Appendix 1.

Key roles:

- Guy Pounds: Fire Officer/Responsible Person
- Fire Wardens:

1. Introduction

Should fire break out in the school, it will be the responsibility of staff members to:

- Raise the alarm using nearest break glass
- Evacuate the school, closing all windows and doors if safe to do so

The **Manor House and buildings**, Nursery Building **and Sports Hall** are on separate alarm systems. Due to the distance between buildings it is not deemed necessary for the Nursery **or Sports Hall** to evacuate just because the main school's alarm is sounding and vice versa.

It is important to note that you must evacuate even if this is not your place of normal work, e.g. a Nursery member of staff collecting snack in the Manor House must still evacuate if the Manor House fire alarm is activated. Equally it is important to be communicated to a colleague if you intend to go to a different Fire Point such as Manor House to Sports hall and to confirm your return.

- **The Manor House and buildings** assembly point is the Astro turf Pitch
- **Sports Hall** evacuation is the Astro turf Pitch
- **Nursery** evacuation is in the Nursery Walled Garden
- **Out of Hours 6.00pm - 7.30am (Residents of the school only)** evacuation is at the front of school, in the car park (Tenants equally responsible)

During school hours, if teaching in the Sports Hall, Forest School or Nursery, staff members should ensure they have access to a radio.

No one should enter a building whilst the alarm is going off

The responsible person in an evacuation will be the Headmaster, duty SLT Person or a member of the Estates Team, **followed by the most senior member of staff on duty.**

In the event of the fire alarm sounding due to a known fault the school should continue to evacuate.

In the event of a known failure of the fire alarm system, the Emergency Fire Procedure Risk Assessment must be actioned.

Commercial lettings are responsible for providing their own fire register.

2. Teaching Staff/Teaching Assistants

- On hearing the fire alarm the person managing the class/group/individuals will take the children through the nearest fire exit
- Close doors and windows as they leave if possible and safe to do so
- **Turn off classroom ovens in operation if safe to do so**
- Children **MUST** evacuate the building in silence
- **NO ONE** should stop to collect any belongings
- Children and adults must be evacuated to the **designated** assembly point

- Staff will check children against the fire register and raise their hand when ALL of their pupils are accounted for
- They will immediately inform the **most senior member of staff** on duty of any missing children

3. Business/Front Office/Support Staff

- **Once the fire drill has been activated, the monitoring company, Southern Monitoring, will call the school, followed by their call list of responsible people. The call taker will either stand the fire brigade down due to a known false alarm or confirm that a fire is in place.**
- The school radio, registers, emergency register tablet and fire bag must be taken to assembly point and registers immediately distributed by a member of the front office staff.
- Any persons missing must be reported to the fire control officer for the respective assembly point.
- **Support staff will check that all staff and visitors are accounted for.**

4. Estates Manager / Estates Team

The Estates Manager/**Team** will do the following:

- Immediately go to the alarm panel and check the zone the fire's in **(IF SAFE TO DO SO)**
- **Investigate the area to check for fire (IF SAFE TO DO SO)**
- Communicate if it is a false alarm or not, to the person taking the call from Southern Monitoring
- The Estates Manager or a member of the team will monitor the school main entrance to wait for the fire brigade and to ensure no persons re-enter the premises
- Act as liaison between the school and the Fire & Rescue Service

5. Kitchen Staff

When the alarm is activated staff will:

- Turn off and unplug any equipment if safe to do so
- **Turn off ovens in operation if safe to do so**
- Evacuate by designated route and assemble at **the Astro**
- NO ONE should stop to collect personal belongings
- The Chef Manager will inform the School Business Manager when all staff are accounted for.

6. Dogs

Staff members are responsible for ensuring the safety of the children first and then their dogs.

NO ONE IS TO RE-ENTER ANY PART OF THE SCHOOL UNLESS GIVEN PERMISSION BY THE HEADMASTER/DEPUTY HEAD OR MEMBER OF THE FIRE & RESCUE SERVICE