

DUMPTON SCHOOL

22 – FIRE SAFETY POLICY

Person(s) responsible:	Bursar
Last updated:	October 2022
Review period:	12 months
Next review:	October 2023

PART 1: FIRE SAFETY

INTRODUCTION

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school for staff, pupils and visitors through ensuring the safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Dumpton School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

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 SMT.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously 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.

EMERGENCY EVACUATION NOTICE

All new staff and pupils, all contractors and visitors are shown the following notice:

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 All Weather Pitch.
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 School Office or the Clerk of Works will summon the Emergency Services if the alarm sounds.
5. If you have a disabled pupil in your class, you should move him or 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 missing immediately to the Bursar who will inform the Fire Brigade. *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.
9. In the event of lightning strike, occupants of the affected building should evacuate to the Assembly Hall or the Dining Hall in the event of the Assembly Hall being affected. The All Weather Pitch should not be used for assembly in the event of lightning strike.

PART 2: FIRE SAFETY PROCEDURES

BRIEFING NEW STAFF AND PUPILS

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at Dumpton School. We show them where the emergency exits and escape routes are located, and walk with them to 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. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer fire awareness INSET training, including the basic use of fire extinguishers. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use. It is a mandatory requirement that all staff sign-out if they leave the premises during a working day and sign back in on their return.

SUMMONING THE FIRE BRIGADE

The School Office is manned between 8.00am and 5.45pm during weekdays in term-time and between 9.15am and 4.30pm during half terms and holiday apart from the Christmas and Easter closedowns. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the school office. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to investigate the panel to eliminate a fault and then summon the Fire and Emergency Service at once. The School are contracted to a RedCare system that remotely monitors the fire panel. If the alarm is activated outside of school hours, key holders are contacted by the Chubb Fire Call Centre.

CHUBB MONITORING 0844 802 0160

There are standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours and no key holders can be contacted.

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 made aware of the location of the assembly point.

Contractors introducing hot works to site must first satisfy necessary works criteria and obtain a Hot Works Permit, issued by The Bursar.

When large numbers of visitors are at the school for open days, plays, concerts or exhibitions 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 have a special one to one induction on fire safety for disabled pupils and their carers as well as disabled members of staff.

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 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 Bursar. It is the responsibility of the Bursar to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

On no account should anyone return to a burning building.

RESPONSIBILITIES OF FIRE MARSHALS

Fire Marshals are generally members of the non-teaching staff, such as Technicians, Matrons, Maintenance, Security and Administrative staff who do not have specific duties in the event of fire or other emergency for looking after pupils, although members of the teaching staff may also opt to be trained as Fire Marshals.

FIRE PRACTICES

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

FIRE PREVENTION MEASURES

We have the following fire prevention measures in place at Dumpton School:

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fire extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up. All 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
- The master panel for the alarm system is located in the School Reception Area and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS)

- Keeping fire routes and exits clear at all times. The non-residential Caretaker is responsible for unlocking the buildings in the morning, when s/he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency light work, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Bursar, who also arranges approved contractor to carry out:
 - Checks of fire doors, automatic door closures and emergency lights,
 - Three monthly professional check on fire detection and warning equipment,
 - An annual service of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers and hoses.
- Records of all tests are kept electronically on the Smartlog software.
- Plans showing the location of fire hydrants, gas and electricity shut off points are displayed in fire proof glass fronted display boards next to the entrance of each building

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
- Regular portable appliance testing takes place by a qualified external contractor and appliances visually inspected prior to use by all for obvious faults or damage.
- Records of all tests are kept in the Bursar's office
- The non-residential Caretaker checks that all Scientific and DT equipment is switched off at the end of the school day.
- All computers, projectors, printers and electronic whiteboards must be switched off every evening and during holidays and weekends.
- Electrical supply outlets must not exceed 13amp draw, particularly where extension leads are used. Such leads must be routed so as not to cause a trip hazard or incur damage to cable insulation (this includes trailing and recoiling appliance cables).
- Contractors and cleaners are to adhere to the above as appropriate.
- Personal appliances should not be used in school power outlets.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Bursar's office and by the Catering Manager.
- 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.
- Consideration of "The Fire Triangle" is employed by all in respect of minimising fire risks and control of hazards.

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.

PART 3: FIRE RISK ASSESSMENT

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

- The Hazard (elimination or control)
- 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

All risk assessments follow a standard grid procedure for evaluating risk, and we are progressively updating them to follow the format of PAS79: 2012. Generic risk assessments are used for classrooms; but individual ones are needed for corridors, stairs, kitchens, laboratories, workshops etc. At Dumpton School, we use simple line diagrams to supplement the grids.

Dumpton School carries out a Fire Risk Assessment every 12 months or more frequently, if significant changes are made to the interior of buildings, or new buildings are bought or added or if there is any other reason to suspect that the risk assessment is no longer valid.

Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.