

**Name of Policy**

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**Regulation Description**

**To be read in conjunction with**

**Fire Safety**

Health and Safety Officer (Assistant Head Operations)

Governance & Nominations

Spring 2021

Summer 2021 but to be revisited Autumn 2021

Spring 2022

Summer 2022

Part 3 12

Regulatory Reform (Fire Safety) Order 2005 is complied with

Regulatory Reform (Fire Safety) Order 2005

<b>Revision History</b>	
This section should be completed by the reviewer each time this policy is reviewed	
<b>Changes made</b> [brief description of edits]	<b>Date</b> [Term and Year]

**Availability of this document:**

Copies of this document are available at [francisholland.org.uk/policies/](http://francisholland.org.uk/policies/) or on request from the school office, Francis Holland School (Regent's Park, Ivor Place, London NW1 6XR or Francis Holland School (Sloane Square), 39 Graham Terrace, London SW1W 8JF.

**Application of this document:**

This policy applies to both Sloane Square and Regent's Park, and to the EYFS as well as junior and senior schools. Where there are differences in procedures between the schools this has been clearly highlighted in the appendices.

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# Fire Safety Policy

Fire notices are displayed in every room and fire exits are clearly marked. All staff and pupils should familiarise themselves with the code of practice and must adhere to these in the event of a fire.

## **Maintenance and Testing**

The fire alarm system is maintained and tested in accordance with manufacturer's specifications and relevant legislation. The system is tested weekly by facilities staff and records maintained of the results.

The Facilities Manager ensures that arrangements are made for maintenance and testing of the fire alarm, extinguishers, emergency lighting and fire detectors.

## **Training**

The Fire Officer (Facilities Manager) alerts the Health and Safety Committee to any changes in the Regulatory Fire Order 2005 Requirements resulting from building works. The Fire Officer (Facilities Manager) ensures that training will be given in this event.

## **PE lessons/educational visits/lessons taught off site**

The office staff have a list of which students are being educated offsite for PE or for an educational visit and who therefore may not be present in an evacuation of the Francis Holland school building.

## **Visitors to school**

Clients letting the building outside school hours are provided with comprehensive details of fire and emergency evacuation procedures and the caretaking staff are on hand to deal with any situations which arise.

## Appendix: Fire Safety Policy at Regent's Park

### Fire Safety

The Fire Officer is the Facilities Manager. He liaises and works with the designated member of SLT who is in charge of the fire practice routine. A fire log book is held with the caretaking team and they carry out weekly tests to the school's fire alarm systems and note the times of the fire drill. They also hold the fire alarm company's maintenance and work sheets as directed by the Facilities Manager (Fire Officer). The Fire Officer holds the whole school fire risk assessment and will arrange for any adjustments or alterations to the fire alarm system during any construction work on site. Additional risk assessments are carried out annually to cover the elimination or reduction of risks from dangerous substances: risk assessments are completed for the Science laboratories, the Art Department and school events such as school plays. These risk assessments are completed by relevant staff as advised by the Facilities Manager (Fire Officer). A review of the fire risk assessment is carried out once a year by the Fire Officer and the designated member of SLT. An external company is asked to review the fire risk assessment every three years.

Each room should have the following notices displayed:

- Fire action notice
- Fire assembly points (a map of where each form assembles in Ivor Place/Park Road).

All staff receive copies of the fire safety regulations in their staff handbooks which are issued at induction and also available in the Staff Room.

In the event of *an emergency requiring evacuation*, the fire bell will sound continuously, and the building should be evacuated at all times of the day.

The Facilities Manager (Fire Officer) and the designated member of SLT are responsible for ensuring:

- That a fire risk assessment is carried out once a year;
- That regular fire evacuation drills take place;
- That fire notices are displayed in every room;
- That fire exits are clearly marked;
- That records are kept of:
  - Fire risk assessment;
  - Fire procedures policy;
  - Fire procedures and arrangements;
  - Training records;
  - Fire practice drills;
  - Certificates for the installation and maintenance of fire-fighting systems and equipment,
- Fire safety is a regular item on the agenda at staff meetings.

## **Maintenance and Testing**

The caretaker also keeps a systems alarm log book from the fire alarm company.

An annual inspection is carried out of all fire appliances. All fire extinguishers are marked on a plan of the premises and are kept in the fire register and in the school office.

## **Training**

Fire safety training is given to all staff in September each year. Staff joining the school at other times in the academic year will receive training organised by the Fire Officer (Facilities Manager). Staff are trained on the use of fire extinguishers every year, this is done in September as part of the fire safety training.

## **Fire Drill**

A fire drill will be held once a term, following the procedures listed below:

- Fire drill procedures are pinned up in every class room.
- Staff are instructed as follows: when the fire bell sounds, shut the windows. Line the girls up, leaving all books and belongings behind. Lead them out IN SILENCE using the most appropriate exit. The last person out should shut the door without locking it.
- Staff in offices, the staffroom etc., should also ensure that the windows and doors are closed, and help to maintain silence as the girls go out of school.
- During the school day, the building is swept by designated members of staff who are listed on the Positions of Responsibility for Fire Drills sheet which is displayed in key locations around the building.
- The method used is a TAG-EVAC system which shows a floor plan and highlights the area that is to be checked. The designated person takes the tag and once the sweep is completed takes it to the front entrance and gives it to the Registrar who cross checks against the TAG EVAC book to ensure that the entire building has been swept.

This method of checking that all rooms have been evacuated, is particularly important when the fire alarm sounds before 8.25am and after 4.00pm. At these times, any member of staff who is in the area should take the tag, complete the sweep and hand to the member of staff with the TAG-EVAC book at the front entrance.

## **Staff responsibilities**

The office staff have the responsibility for taking out the registers, mobile phone, and emergency telephone list, plan of school, timetables, and staff signing out list. An Administrator takes out the girls' signing out lists to be collected by the relevant Tutors.

The form tutor or assistant form tutor should obtain the form register, and signing out lists from the school secretary once outside. Non-form tutors should be ready to register the forms of absent colleagues. All staff should assist in keeping pupils quiet.

Pupils should line up in alphabetical order on the pavement in Park Road or Ivor Place in their forms, and remain in silence in the locations below:

Thirds, Lower Fourth	Ivor Place
Upper Fourth, Lower Fifth, Upper Fifth	Park Road
Lower Sixth, Upper Sixth	on pavement outside the church in Ivor Place.

The form tutor should check his/her own form, and on completion report immediately to the Head of Year drawing attention to any absences or missing girls. If each girl answers to her number in the register, the process is much quicker.

All staff should report to the person in charge of registering staff in case of a fire alarm as set out on the Positions of Responsibility for Fire Drills sheet displayed in key locations around the school.

Maintaining SILENCE IS VITAL if the process is to be quick, orderly and instructions heard. Every member of staff, teaching or not, is expected to take part in the fire drill, and ensure silence and order is maintained at all times. The quicker it is completed satisfactorily, the sooner lessons resume.

Remember lives could be at risk if the fire drill procedures are not carried out according to plan.

The office staff informs the fire officer of a disabled visitor. He will then make necessary arrangements for the evacuation of the building in the event of a fire.

## **Fire Procedures for those being educated off-site**

### **Rudolf Steiner House**

In the event of a fire, a continuous bell will sound and staff and students should evacuate the building by the nearest fire exit. They should turn left when outside the building and assemble outside Radley House, at the corner of Park Road and Gloucester Place. It is the member of staff's responsibility to do a roll call of the class. The office staff have a list of which students are being taught in Rudolf Steiner House

### **Visitors to school**

Visitors to school are given badge, once they have logged into the inventory, read the fire procedures, and confirmed on this system what is required of them in the event of a fire. Members of the wider community, such as primary schools who use the pool during the school day, are sent the fire procedures annually and have been asked to bring a list of the day's pupils to hand in to reception every time they visit.

## **St Cyprian's Church Crypt**

In the event of a fire, an alarm/alert will sound. Staff and students should evacuate the building by the nearest fire exit, which may mean via the main church. They should turn left when outside the building and assemble outside on Ivor Place in front of the school. It is the member of staff's responsibility to do a roll call of the class, to ensure all students are present.

## Appendix: Fire Safety Policy at Sloane Square

This policy relates to fire safety for the entire site including EYFS, the junior school, the senior school, the Old School House and the Bursary.

The Fire Officer is in charge of the fire evacuation drills and weekly fire alarm tests and is responsible for maintaining records of all drills, tests and systems maintenance. The person designated as the Site Fire Officer is the Facilities Manager, in their absence the most senior member of the facilities team available on site will assume this responsibility.

The records include the dates and time taken for fire drills, details of training given and records of Fire Risk Assessments undertaken and their review. Additional risk assessments are carried out annually to cover the elimination or reduction of risks from dangerous substances particularly in the Science and the Art departments.

The Facilities Manager, accompanied by the Chief Operating Officer, Facilities Director, Senior Deputy Head and Governors carry out a termly site Health and Safety inspection. The School completes a health and safety review on an annual basis which is carried out by school staff. The fire risk assessment is reviewed annually or following any significant alterations to the buildings. Every three years, the fire risk assessment is carried out by an external service provider.

All staff are informed of the fire safety procedures in their Staff Handbooks (Key Information for Staff) which are issued at Induction and also available on ISAMS.

### **Maintenance and Testing**

Fire extinguishers are marked on a plan of the premises which is kept in the Facilities Manager's office.

The fire alarm, detectors and extinguishers are checked annually by competent outside agencies. Fire doors, emergency routes, fire exits and emergency lighting are checked regularly by our facilities staff as part of their opening and closing routines.

### **Training**

Staff are trained on a regular basis in the correct use of fire appliances by competent personnel from one of the recognised training providers as and when the need arises.

### **Visitors to school**

Visitors to school are given badges which feature the fire evacuation procedures on the reverse.

## Fire Drill Procedure

A fire drill will be held once a term, following the procedure listed below.

THE PRINCIPAL INSTRUCTIONS IN THE CASE OF FIRE ARE AS FOLLOWS:

- Sound the alarm
- Leave the building by the nearest available exit
- Report to the assembly point in Graham Terrace
- Do not return to the building unless authorised to do so
- Do not use lifts

## ADDITIONAL INFORMATION

- The Fire Officer is Henry Ernst (Facilities Manager); the Evacuation Coordinator is the Paul Jeanes (Senior Deputy Head).
- Staff should familiarise themselves with the Fire Safety Policy on Firefly.
- Fire drill procedures (including specific class assembly points) are pinned up in every classroom.
- Form staff should go through fire procedures with their forms at the beginning of every term.
- A fire drill is held at least once every term.
- The fire alarm is tested weekly (usually on Thursday lunchtimes at 2.00 pm but at 4.30pm on Friday afternoons during examination periods; these times are subject to change with appropriate notice).
- Visitors to the school are given badges which feature fire evacuation procedures on the reverse.

## WHEN THE FIRE ALARM SOUNDS

- Pupils should be led IN SILENCE, using the nearest available exit. Maintaining silence is vital if the process is to be quick, orderly and instructions heard.
- Staff or pupils should break ceramic or glass bolts as necessary, including during routine drills.
- When not in lessons, for example in morning break, girls should leave the building by the nearest available exit.
- Staff exiting the building should ensure that any exit door is opened to its widest extent – for example both doors of the front entrance in the foyer must be opened.



## CONGREGATING IN GRAHAM TERRACE

- Fiona Holland, as Fire Marshall, is responsible for erecting a portable barrier at the top of Graham Terrace to block traffic
- The office staff have the responsibility for taking out registers and Sixth Form and staff signing-in/out sheets, a mobile phone and an emergency telephone list. They will stand in a set location and be wearing a Hi-Viz tabard.
- Facilities staff will issue the megaphone and check-in board to the Evacuation Coordinator.
- The office staff will inform the Fire Officer if a disabled visitor is on the premises.
- Form tutor(s) should obtain their form's register from the office staff. The Head of Sixth Form, or her assistant, should collect the Sixth Form signing-in sheets.
- Non-form tutors should be ready to register the forms of absent colleagues.
- The form tutor should check his or her form and, on completion, report immediately to the Head of Section, drawing attention to any absences or missing girls. The Heads of Section should then report to the Evacuation Co-ordinator.
- All staff should report to the Head's PA, stating their surname.
- The Head's PA must report to the Evacuation Co-ordinator when all staff are accounted for.
- The Evacuation Co-ordinator will report to the Fire Officer when the building is clear and that all staff and pupils have been accounted for.
- The Fire Officer will liaise with the Fire Brigade and Evacuation Coordinator.