

## Fire Safety Policy

**This policy applies to:**

**Francis Holland Regent's Park      Francis Holland Sloane Square      Francis Holland Prep**

Where there are differences between the schools these have been clearly highlighted.

Policy owner	Trust: Director of Estates and Facilities
Type of policy	Regulatory [Regulation number: Part 3 12] Regulatory Reform (Fire Safety) Order 2005 is complied with
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Linked Policies	Health and Safety Policy

# Fire Safety Policy

## 1.1 Scope

It is the overall aim of the Francis Holland Schools to minimise the risks to staff and pupils, which may arise from fire. This will be achieved by ensuring precautions are taken to avoid fires occurring and by ensuring that procedures for minimising the effects of an outbreak of fire and evacuating the premises are in place. This guidance is applicable to all premises under the control of Francis Holland Schools and details the approach to the control of risk from fire.

## 1.2 Objectives

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

This policy further notes The Fire Safety Act 2021 which amends the FSO to clarify that in buildings with two or more sets of domestic premises, the FSO applies to:

- The structure and external walls of the buildings, including cladding, balconies and windows and;
- All doors between the domestic premises and the common parts

The effect of the Act is to require additional fire risk assessments.

The Trust confirms that no such domestic premises form part of the schools' sites.

## 1.3 Guidance

- 1.3.1 Each Francis Holland School has in place procedures for:-
- (a) carrying out fire risk assessment;
  - (b) preventing fires;
  - (c) evacuation in the event of a fire;
  - (d) maintaining and checking all fire detection, alarm and fighting systems.
- 1.3.2 The Chief Operating Officer, via the Director of Estates, has responsibility for maintaining and ensuring the local implementation of the Schools' fire procedures; for making and maintaining a 'fire map' of each School premises, showing places of high risk and the precautions put in place by each School. Copies of these maps are brought to the attention of all employees and others who may be affected by:-
- (a) posting a copy of the fire map on notice boards;
  - (b) bringing the fire map to the attention of all employees, contractors and visitors, etc during all training and site induction sessions;
  - (c) providing at least one trained Fire Marshal in every building.

- 1.3.3 The Fire Officer is the Facilities Manager. The Facilities Manager coordinates the fire evacuation drills and weekly fire alarm tests and is responsible for maintaining records of all drills, tests and systems maintenance.

#### **1.4 Fire Risk Assessment**

- 1.4.1 All premises are subject to a fire risk assessment. This may be conducted by an external consultant or other competent person, such as a suitably trained Facilities Manager/Premises Head. The person undertaking the assessment should liaise closely with Heads of Department. Fire risk assessments will alternate annually between external and internal reviews, with external assessments occurring every two years.
- 1.4.2 The fire risk assessment will be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage.
- 1.4.3 A copy of the fire risk assessment report will be available on site (from the Facilities Manager) and employees' attention brought to any hazards found in the assessment.
- 1.4.4 Fire hazards will be eliminated, or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
- 1.4.5 Regular [weekly/monthly] assessments will be made by staff, including the Fire Marshals / Facilities Manager / Facilities Staff to ensure that the walkways are kept clear of obstruction and tripping hazards.

#### **1.5 Fire Safety**

- 1.5.1 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.

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

## **1.6 Fire Detection**

- 1.6.1 All premises must have adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons. 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.
- 1.6.2 Fire doors, emergency routes, fire exits and emergency lighting are checked regularly by Facilities staff as part of their opening and closing routines.

## **1.7 Fire Alarm**

- 1.7.1 Each of the premises has an adequate means of raising the alarm in the event of fire.
- 1.7.2 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 Facilities Manager. The alarm will be activated using a different activator point each week, where this is practicable.
- 1.7.3 The fire alarm systems are serviced regularly by a competent contractor (e.g. ISO 9001 / BAFE)
- 1.7.4 Records of these tests and servicing are maintained in a fire log-book held by the Facilities Manager.

## **1.8 Fire Fighting Equipment**

- 1.8.1 The fire risk assessment will determine the minimum level of fire-fighting equipment which must be present in the Trust's premises.
- 1.8.2 Fire extinguishers, wet and dry risers and/or other fire suppressant systems where present will be serviced by a competent contractor annually and the service date recorded on each extinguisher/hose reel/system.

## **1.9 Emergency Lighting**

- 1.9.1 Emergency lighting must be installed in the school where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits.

- 1.9.2 Where emergency lighting is generator powered, the lighting will be tested monthly by way of simulated mains failure. A maintenance and servicing programme for the generator will be arranged by the Facilities Manager
- 1.9.3 Battery operated emergency lighting will be tested monthly (charge & illumination) and an annual full discharge test by a competent contractor
- 1.9.4 Records of testing and servicing of emergency lights will be maintained by Facilities Manager.

#### **1.10 Emergency Procedures**

- 1.10.1 Written emergency procedures will be reviewed and agreed by the Facilities Manager and a member of SLT annually.
- 1.10.2 Notices will be displayed in each building of each School premises detailing the action to take in the event of a fire and highlight the assembly point to evacuate to in an emergency. This may be different from the Fire evacuation point depending on location.
- 1.10.3 There must be adequate means of escape for all occupants of the Francis Holland Schools' premises. These means of escape will be clearly signed with pictograms.
- 1.10.4 The means of escape will be regularly inspected by the facilities teams to ensure they are kept clear of obstructions and tripping hazards.
- 1.10.5 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 catered for by the Facilities Manager when notified.
- 1.10.6 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 Facilities Manager. It is the responsibility of Facilities Manager to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.
- 1.10.7 **SUMMONING THE FIRE BRIGADE:** Fire alarms are monitored via a security monitoring service. Emergency Services are called automatically upon activation. The Facilities Manager will confirm the activation and attendance of the Emergency Services and, in conjunction with the Head, place a further call if attendance is not verified.
- 1.10.8 Fire drills will be held every term at each School.
- 1.10.9 Written records of fire / evacuation drills will be maintained in the fire logbook which is kept by the Facilities Department.

## **1.11 Fire Training**

- 1.11.1 Staff will be informed in relation to:-
  - (a) action to take if they discover a fire, including how to activate the fire alarm;
  - (b) action to take on hearing the alarm, including location and use of exits and escape routes; and
  - (c) action to take in the event of a bomb alert.
- 1.11.2 Pupils will be informed of exits and escape routes
- 1.11.3 Fire Marshals will be trained in:-
  - (a) emergency evacuation procedures and the provision of "safety assistance" in the event of a fire ;
  - (b) use of fire extinguishers – personal safety and the safe evacuation of pupils is the highest priority;
  - (c) how to spot fire hazards;

Fire Marshals will receive regular refresher training, at least every three years.

- 1.11.4 Visitors and contractors:-
  - (a) on arrival at the school, visitors will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.
  - (b) For events with large numbers of attendees, such as open days, concerts an announcement will be made at the beginning of the event regarding evacuation arrangements.

## **1.12 Fire Prevention**

The Trust 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 the Bursar, Facilities Manager, Heads of Department will:-

- 1.12.1 Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc);
- 1.12.2 Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
- 1.12.3 Maintain awareness through training and refresher training of the preventative steps that need to be taken;
- 1.12.4 Consult regularly with the Fire Marshals;
- 1.12.5 Include fire prevention and evacuation procedures during the induction process with all new starters; and

- 1.12.6 Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

### **1.13 Fire Records**

Records are kept of training; inspections; evacuations and maintenance of systems and equipment.

## Appendix 1: Fire Safety Procedures at Regent's Park

### Fire Drill

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

- Fire drill procedures are pinned up in every classroom.
- 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 (or their deputies) 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 a second designated person 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 class teacher 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.

If the fire alarm sounds at Ivor Place, 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	Pavement outside the church in Ivor Place.

If the alarm sounds at Linhope House, the pupils are to make their way to the assembly point at the corner of Linhope Street and Taunton Place, under the trees. This is clearly indicated in the fire notice maps around the building.



The Form Tutor or class teacher will 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.

The Office staff informs the Fire Officer of a visitor who requires assistance in an evacuation. They will then make necessary arrangements for the evacuation of the building in the event of a fire.

### **Fire Procedures for those in remote buildings**

#### **Rudolf Steiner House**

In the event of a fire, a continuous bell will sound and staff and students should evacuate the building in silence 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.

#### **Number 37 Ivor Place (previously called the Classics Centre)**

There is no fire bell in Number 37. It is only used for staff use. In the event of a fire, staff should exit the building in silence and assemble safely outside (opposite corner of Linhope street) away from the building. The landlord has not installed a hard-wired fire safe system or call points in Number 37. However, there is a battery operated smoke head in the communal areas only. The rooms that are used by the school are split over two floors and there are fire extinguishers present for staff to use if necessary.

#### **Visitors to school**

Visitors to school are given a badge, once they have logged into the InVentry system, 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.

## **Appendix 2: Fire Safety Procedures at Sloane Square**

These procedures relate to fire safety for the entire site including EYFS, the junior school, the senior school, the Old School House and the Bursary.

### **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 the Facilities Manager; the Evacuation Coordinator is the Deputy Head Operations.
- Staff should familiarise themselves with the Fire Safety Policy on Sharepoint.
- 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

### **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, pupils 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**

- The designated person (registrar or asst registrar or Ops assistant) 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.
- The office staff will inform the Fire Officer if there is a visitor is on the premises who requires assistance to evacuate.
- Form tutor(s) / Deputy Form Tutors should obtain their form's register from the Head of Year. The Head of Sixth Form, or her assistant, should collect the Sixth Form signing-in sheets.

- All form tutors have a co-tutorThe form tutor should check his or her form and, on completion, report immediately to the Head of Year, drawing attention to any absences or missing pupils The Heads of Year then report to SDHP
- All staff have been allocated to a Team and should report to their designated Staff Team Leader
- 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.

Visitors and contractors are alerted to evacuation procedures printed on the back of their lanyards.

All new staff receive fire safety training from the Fire Officer

## Appendix 3: Fire Safety Procedures at Francis Holland Preparatory School

### Procedures in the Event of a Fire

Assembly Point/Place of Safety: The West Pavement Outside Numbers 15 and 21 Manresa Road

#### On discovering a fire

- Raise the alarm immediately by activating the fire alarm call points – this is achieved by pushing on the glass panel. The alarms are located on every floor.
- Instruct all pupils in your class and nearby to evacuate the building immediately – without collecting personal belongings. Guide the children to the assembly point for roll call.
- Close windows and doors behind you if possible
- If it is possible without placing yourself at risk tackle the fire using the fire extinguishers which are situated on each floor. **Do not attempt to fight the fire unless you have been trained to do so.**
- Do not return to the place of fire.

#### On hearing the alarm

In the event of a fire or other emergency the alarm will sound.

- Instruct and lead all pupils in your class in evacuating the building immediately and calmly – without packing personal belongings. Tell the pupils in your class to cease what they are doing and to proceed immediately and calmly to the assembly point where they are to register with their Class Teacher.
- Close all windows and doors in the room where you are situated, ensure that all your pupils have left the building, then leave yourself.
- Ensure any visitors accompany you to the Assembly Point.

**Ensure that all pupils at the assembly point remain in their designated groups in a quiet and orderly manner.**

#### Staff must:

- not delay evacuation to close windows and doors or fight fires.
- ensure that pupils not in class will immediately leave via the nearest fire exit and then join their class at the assembly point

Form Tutors will be given a register printout from the **Receptionist** and call the register ensuring that each pupil answers to his/her name individually. Staff will hold the register up high to indicate all pupils are present.

The **Receptionist** will collect all registers from Class Teachers once completed.

The **Head (or a member of the SLT)** will check that all pupils are accounted for by double checking pupil numbers from the registers taken by Class Teachers, and handed to her by **the receptionist**.

The **Senior Deputy Head** will be informed when all pupils are present and safe – evacuation will continue, including sweeping of the buildings by staff until confirmation that all pupils, and adults, are safe is confirmed.

The **Receptionist**, is responsible for taking out any registers and staff signing-in books to conduct a register of staff and visitors.

The **Senior Deputy Head** will check that all drivers are accounted for.

The **Senior Deputy Head** is responsible for phoning the emergency services and reporting to the senior member of staff (SLT) coordinating the emergency.

**Contractors** are responsible for checking the presence of their employees and reporting to the named person in charge of staff.

The **Catering Manager for Accent** is responsible for checking the presence of their employees and reporting to the named person in charge of staff.

All staff must make certain that they are fully conversant with:

- the routes of escape in the case of fire, and location of the assembly area on The West Pavement Outside Numbers 15 and 21 Manresa Road
- the method of sounding the alarm
- the location and operation of the various fire-fighting appliances
- the procedures and responsibilities set out in this policy