

## FIRE SAFETY MANAGEMENT POLICY

**NEXT REVIEW:** 19<sup>th</sup> October 2022  
**OWNER:** Operations Manager  
**REGULATORY REQUIREMENTS:** 12a & 12b

### INTRODUCTION

1. Fire safety is everyone's responsibility. All staff, students, contractors and visitors are expected to follow established safety procedures to ensure the safe use of electrical/gas appliances, the safe use, storage and disposal of hazardous/combustible materials and compliance with the requirements of the School's no smoking policy.
2. In addition to the legal fire prevention requirements, advice on specific fire prevention practices is available from the School's Health and Safety Co-ordinator.

### POLICY

3. It is the policy of the Ockbrook School to ensure that all staff, students, contractors and visitors are protected from the risks of fire. With this aim, appropriate fire prevention/precaution measures shall be taken. Also, appropriate evacuation procedures shall be developed, implemented and periodically tested. All persons shall be provided with sufficient and appropriate fire awareness training and instruction. All premises shall comply with relevant fire safety legislation and recognised good practice.

### LEGISLATION

4. The main legislation which applied to Ockbrook School until October 2006 was the Fire Precautions (Workplace) Regulations 1997 as amended, and the Fire Precautions Act 1971. The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) is now the primary legislation for fire safety. The latter "Order" has replaced the two earlier pieces of major legislation.
5. The Fire Safety Order builds on the 1997 Regulations in that it applies not only to persons at work, but to all persons lawfully on the premises and those not on the premises that may be affected by fire on the premises. As with the earlier Regulations, risk assessment is used as the basis for compliance and the "Responsible Person" on the premises is held liable in case of any breach.
6. Under the RRFSO the 'responsible person' for each premises will be required to carry out an assessment of the risks (risk assessment) of fire. The responsible person MUST carry out a Fire Risk Assessment which will focus on safety in case of fire for all relevant persons.

## RESPONSIBILITY

7. Ultimate responsibility falls to the Governors. The Headmaster and Heads of Departments have responsibility for ensuring that arrangements for managing Fire Safety are in place and regularly monitored. **Responsibility cannot be delegated, however the functions related to that responsibility may be delegated.**
8. The School's Health & Safety Co-ordinator is responsible for conducting fire risk assessments, providing advice and training, the Operations Manager is responsible for the implementation of the Fire Safety Policy where it applies to building structure.
9. Heads of Department are responsible for acting upon the recommendations and requirements of fire risk assessments and fire safety linked to a particular process or procedure under their control, and for ensuring that all persons under their responsibility are trained and given adequate instruction in the case of fire.
10. Personnel with management responsibility shall ensure that all local precautions and procedures are followed and that persons under their responsibility are trained and given adequate instruction in the case of fire.
11. Staff must comply with all instructions given to them in regard to fire safety and any other fire procedures as required by supplementary codes of practice. *Failure to comply with such instruction may lead to disciplinary action being taken.*
12. Staff must also report any observed shortcomings in fire precautions to their local management.
13. Students and visitors must comply with all instructions given to them in regard to fire safety and any other fire procedures as required by supplementary codes of practice.
14. Contractors working on behalf of, or on property leased by, Ockbrook School must comply with the School's Fire Safety Management Code of Practice and obey all instructions given to them in regard to fire safety by authorised School Personnel. They must also ensure that all personnel for whom they are responsible are adequately trained and instructed in fire safety procedures and arrangements.

## FIRE RISK ASSESSMENTS

15. Fire Risk Assessments for Ockbrook School are undertaken by the Health & Safety Co-ordinator.
16. The Fire Risk Assessment pays particular attention to those at special risk, i.e. disabled and those with special needs, and must include consideration of any dangerous substance liable to be on the premises.

17. The risk assessment will help to identify risks that can be removed or reduced and help you decide the nature and extent of the general fire precautions you need to take to protect people against the fire risks that remain.
18. Risk assessment will have to take into consideration the effect a fire may have on anyone in or around your premises. This will need to be kept under regular review

### **WHAT IS A FIRE RISK ASSESSMENT?**

19. It's an organized and methodical look at your workplace, office, shop etc., the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

20. What is the aim?

- To identify the hazards and reduce the risks of those hazards causing harm to as low as reasonably practicable.
- To decide what physical and management policies are necessary to ensure the safety of people in your building if a fire does start.

21. HAZARD - anything with the potential to cause harm

22. RISK - the chance, high normal or low of harm occurring

23. There are five steps:

#### **STEP 1**

- IDENTIFY THE FIRE HAZARDS
  - Sources of ignition
  - Sources of fuel

#### **STEP 2**

- IDENTIFY PEOPLE AT RISK

#### **STEP 3**

- EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISKS
  - Preventative measures:
    - Evaluate the risk of a fire occurring
    - Evaluate the risk to people from fire
    - Remove or reduce fire hazards
    - Remove or reduce the risk to people

- Protective measures:
  - Detection and warning
  - Fire fighting
  - Escape routes
  - Lighting
  - Signs and notices
  - Maintenance

#### STEP 4

- RECORD, PLAN INSTRUCT, INFORM AND TRAIN
  - Record significant findings and action taken
  - Prepare an emergency plan
  - Inform relevant people, provide instruction, and co-operate and co-ordinate with others
  - Provide training

#### STEP 5

- REVIEW
  - Keep assessment under review
  - Revise where necessary

24. A full and detailed fire risk assessment has been completed for Ockbrook School. This is kept in the Health & Safety Co-ordinator's office. Records of tests carried out are kept in the Grounds and Maintenance Office. The fire risk assessment is reviewed annually by the Health and Safety Co-ordinator. Amendments are made when necessary e.g. when a new building is built or there is a change of use; the Health and Safety Co-ordinator will ensure that relevant staff are informed.
25. All staff must be familiar with the fire procedures as required by the Health & Safety at Work, etc Act 1974, and all current Fire related legislation
26. Fire procedures are posted throughout the School.
27. All staff must ensure that they are familiar with the alternative means of escape in case of fire by walking the routes from the area in which they are employed.
28. Staff should get to know the location of assembly points which are indicated on the **Fire Action** notice for each building.
29. Form Teachers are responsible for ensuring all students receive suitable Fire Safety induction training on their first day.
30. Fire Safety is a part of the induction of all new members of staff.

## **EMERGENCY EVACUATION**

31. The following is the emergency evacuation procedure for all School buildings (excluding residences which have a separate procedure).

### **On discovering a fire**

32. After ensuring your personal safety, sound the fire alarm

### **On hearing the alarm**

33. **DO** exit quickly and calmly

34. **DO** go directly to open air

35. **DO NOT** re-enter the building or enter an adjacent building unless directed by a senior member of staff

36. **DO NOT** stop to collect personal belongings

37. **DO** close the door behind you

38. **DO** leave the building by the shortest route available

**39. DO** report to the designated assembly point

40. Instructions given in an emergency evacuation by the senior staff must be followed and breaches of these procedures will be considered serious and may be dealt with under the School's Disciplinary Procedures.

## **DUTIES OF TEACHING STAFF**

41. Teaching staff will draw to the attention of their students the emergency evacuation procedures at the beginning of every term.

42. In all teaching rooms it is the teacher who is responsible for the safety of the students in their charge. This must include advising them of the actions to be taken in the event of a fire, including activation of the alarm, emergency exit routes and location of the assembly point.

43. Staff and students are requested to familiarise themselves with the procedure; if necessary teaching staff will conduct students through a simulated evacuation

44. Upon hearing the fire alarm, all classroom activities will cease and the teacher will direct students to the quickest escape route and to their assembly point.

45. The teacher will ensure all power and gas supplies directly involved in activities are turned off before closing the door as they leave the room.

46. Once outside, teachers should assemble the class at the assembly point. Any missing student(s) should be reported to the Admin Staff immediately.

47. **All Staff** have a responsibility to encourage the movement of people away from School buildings to the assembly points (this should be IN SILENCE).

48. **No person** may be allowed to leave the assembly point until directed to do so by the Headmaster or Fire Officer in charge.

### **INSTRUCTIONS IN CASE OF FIRE**

49. At the start of term give each pupil has a number - according to the alphabetical order in the register which he/she **MUST** remember.

50. At the sound of the alarm:

- Pupils should **WALK IN SILENCE** to the assembly point by the quickest safest route. Staff must check in with designated person when they reach the assembly point.
- Pupils should stand in the previously given numerical order.
- Form Tutors should collect their registers from the designated person.
- Each pupil should call out her/his own number and Staff check for missing pupils.
- Staff to report missing pupils to the Health & Safety Co-ordinator or senior member of staff. If all are present PUPIL No. 1 should be instructed to raise her/his hand as a signal.
- The Catering Manager should check the Catering/Housekeeping Team and report to the Operations Manager.
- The Visiting Music Teachers should check in with the Operations Manager and the Director of Music should ensure that he has an up to date list of Visiting staff and their times in School at the beginning of each term; this should be sent to the Health and Safety Co-ordinator.
- The Headmaster will then dismiss for return to School or await advice from the Fire Services.

### **If the alarm sounds**

51. A designated member of the staff collects the First Aid Kit, registers, pupil signing out sheet, and school mobile phone (as appropriate for each building).

52. In Main School the Operations Manager takes out the staff register and signing out book and checks the control panel to identify the location of the problem. If a cause cannot be identified, after discussion with the Head Master, the Operations Manager will call the Emergency Services.

53. Any pupils in the Medical Room will leave the building with the Grange pupils and line up with them accompanied by the School Nurse.

54. If the School Nurse is called away from the Medical Centre when a pupil is in sick bay, a member of the Grange staff will be notified of the pupil's presence and will ensure their safety in the event of fire.

### **FIRE WARDENS**

55. Due to mobility of staff it has been decided the appointment of a Fire Warden is not practicable. All teaching staff are fire safety trained.

### **EMERGENCY EVACUATION PRACTICES**

56. Regular practices will be held termly. These will normally take place in the first three weeks of the term. The drills will monitor the effectiveness of the local evacuation procedures and, where necessary, identify required changes. They will also time the evacuation and compare the time to a previously determined acceptable time for the particular building, based on national standards and accepted good practice. In cases where the evacuation takes longer than the expected time, a second drill may be carried out at a later date.
57. Fire practice drills will be conducted by the Health & Safety Co-ordinator but HODs are advised to monitor drills in their area to ensure that proper procedures are followed.
58. The outcomes must be recorded and any problems or shortcomings must be acted upon.
59. When planning practice evacuations the following should be considered.
60. Make an exit route temporarily unavailable (as if the location of the fire was at that point).
61. Practice using any unusual means of escape routes that are not normally used.

### **FIRE SAFETY PRECAUTIONS**

62. Fire doors must be kept closed at all times (unless they are doors which automatically close when the alarm is sounded) to maintain compartmentalisation of the building and to prevent the spread of the fire and/or toxic smoke.
63. Corridors, stairways, landings and escape routes must be kept clear at all times of anything that is likely to cause a fire or accident or to impede evacuation in an emergency. Everyday objects such as boxes of paper left on an escape corridor pose serious obstacles during an emergency evacuation.
64. Hazardous materials must be stored, used and disposed of in accordance with all legal requirements and safe working practices.

65. All firefighting equipment must be kept free from obstruction and be readily available for use in an emergency. Portable firefighting equipment must not be removed or repositioned without authority from the Health and Safety Department.

66. Any obvious or suspected damage to, or misuse of, a fire alarm or firefighting equipment must be reported immediately to the Operations Manager.

#### **Means of escape routine inspection**

67. Every premises should be inspected weekly to ensure that:

- all exit doors and gates are unlocked and readily available for use, or they are capable of being opened quickly and easily in the event of a fire;
- any chains or other removable fastenings are removed from exit doors and hung in their marked storage positions;
- any emergency fastenings are working efficiently;
- any doors, gates or shutters that are required to be locked in the open position are so locked;
- all escape routes and exit doors are clear of any obstructions, including shutters or sliding doors
- fire doors are not held open except with approved devices;
- there are no obvious fire hazards in escape routes, such as accumulated waste.

#### **SIX MONTHLY**

68. Fire doors should be checked to ensure that:

- in tumescent strips and smoke seals are undamaged;
- doors leaves are not structurally damaged or excessively deformed;
- gaps between door leaf and door liner are not so small as likely to bind, or so large as to prevent them from being effectively fire and smoke stopping.
- the hanging devices, securing devices, self-closing devices and automatic release mechanisms are operating correctly.



## **TESTING AND MAINTENANCE**

### **Fire Alarms**

69. The fire warning system should be tested weekly. Any defects must receive immediate attention. The duration of the test need only be sufficient to check that the system operates satisfactorily. A record of tests must be kept.

### **Automatic detectors**

70. Automatic heat and smoke detectors should be tested every three months. The duration of the test need only be sufficient to check that the system operates satisfactorily.

### **Portable fire extinguishers**

71. All portable fire extinguishing equipment shall be tested by an accredited agent annually.

### **Emergency lighting**

72. All emergency lighting systems should be tested six monthly and properly maintained to an appropriate standard. Most existing systems will need to be manually tested.

## **TRAINING, INSTRUCTION AND INFORMATION**

73. All new members of staff shall be given local fire safety induction training by the Health & Safety Co-ordinator in the first week of employment. This will include identification of escape routes, location of fire extinguisher and assembly points, and any local hazards of which they need to be aware.
74. On arrival at Ockbrook School, boarding students will have an induction and receive a Boarding Handbook which includes Fire Evacuation Procedures. Students will be advised of the relevant precautions and procedures for their specific residence and will be made aware of the dangers and penalties associated with tampering with fire safety equipment. This induction process is carried out by the Boarding House Staff and records are kept by the Deputy Head.
75. The Evacuation Procedures and the Assembly Points shall be displayed on Fire Action Notices located at strategic points throughout the School buildings.

## **NEW BUILDINGS/ALTERATIONS**

76. When new buildings or alterations are being planned, the Project Manager shall ensure that the requirements of relevant fire safety legislation/recognised standards are considered and that the proposed building/facilities meet the requirements.

## **SPECIAL/SPECIFIC PROCEDURES**

77. In some cases (eg residences, chemical stores, gas isolation, experiments etc) there may be a need to have special/specific procedures in place. These procedures will be produced by the relevant department in conjunction with the School Health and Safety Department. The relevant department will ensure that members of staff have been trained/briefed on the procedures as appropriate. Existing special/specific procedures are detailed in departmental health and safety policies.

## **RECORD KEEPING**

78. The following records are stored in the Health & Safety Coordinator's Office:

- The fire risk assessment
- Details of routine staff training
- A record of fire drills and subsequent reports
- A record of fire alarm tests – kept in Grounds & Maintenance Office
- A record of emergency lighting tests – kept in Grounds & Maintenance Office
- A record of inspections of means of escape – kept in Grounds and Maintenance Office
- Details of servicing, maintenance sheets and other related paperwork are all stored in the Grounds and Maintenance Office.

## **REPORTING AND INVESTIGATION OF INCIDENTS**

79. Staff who become aware of a **fire-related incident** shall report it as soon as possible to the Health and Safety Co-ordinator.

80. When appropriate, an investigation will be performed and recommendations made in accordance with Health and Safety Policy.

81. Data provided by completed incident forms and subsequent investigations shall be analysed periodically by the Health and Safety Co-ordinator to identify trends and make recommendations.

### **Additional notes on fire safety**

82. It is the aim of Ockbrook School to ensure that, as far as is reasonably practical, pupils, staff, visitors are safe from risk of fire.

83. All members of staff are to ensure that they comply with the following basic fire safety rules:

- Combustible materials such as cardboard boxes and packaging materials should be disposed of safely unless they are required for other purposes.
- All corridors, stairways, entrances and exits must be kept clear. Particular attention must be paid to designated fire exits and escape routes which must be kept clear at all times and without exception.
- Classroom displays and work displayed in other areas must be set up with care and away from sources of heat. Notices must be properly fixed to boards and not allowed to flap.
- Rubbish must be placed in non-combustible containers. Rubbish must not be allowed to collect in hidden places behind cupboards etc. Particular attention should be paid to general tidiness and areas around electrical appliances.
- Stock rooms containing stationery and other combustible materials to be kept locked and tidy.
- Boiler rooms must be kept clear, clean and locked.
- Electrical equipment must be used properly and kept in safe working order. Electrical plugs must not be overloaded. All appliances must be unplugged at the end of the day.

<b>APPROVED BY:</b>	
<b>SIGNATURE</b>	
<b>NAME</b>	
<b>DATE</b>	