



Belmont Preparatory School Fire Safety Policy

1 Scope

- 1.1 This guidance is applicable to all premises under the control of the School and details the approach to the control of risk from fire.

2 Objectives

- 2.1 To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.
- 2.2 In the event of a fire, to ensure a speedy and safe evacuation of the School.

3 Guidance

- 3.1 The School has in place procedures for:-
- carrying out fire risk assessment;
 - preventing fires;
 - evacuation in the event of a fire;
 - maintaining and checking all fire detection, alarm and fighting systems.
- 3.2 The Bursar has responsibility for maintaining and ensuring the local implementation of the School fire procedure.
- 3.3 At least one member of staff in each building and the Head of Boarding will be nominated for specific responsibilities and will assist with reviewing the evacuation procedures for that building.

Fire Wardens

- 3.4 The fire wardens are the Head, the Bursar and the Head of Boarding. Other members of staff will be allocated to assist with ensuring the buildings are evacuated. These assistants will be reviewed at the start of each academic year and displayed in the staff rooms.
- 3.5 The fire wardens will ensure that the premises are evacuated and will take a roll call. They will endeavour to arrange for the emergency services to be met on arrival and will advise them of anyone suspected of remaining in the building.

4 Fire Risk Assessment

- 4.1 All of the School premises will be subject to a fire risk assessment conducted by the Bursar. They will have access to external consultants to assist where necessary.
- 4.2 The fire risk assessment will be reviewed annually and updated every three years, or in the event of significant changes to the buildings or their usage.
- 4.3 A copy of the fire risk assessment will be available on site from the Bursar and employees' attention brought to any hazards found in the assessment.
- 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.

- 4.5 Staff will continually assess that Fire Exits and evacuation routes are kept clear of obstruction and tripping hazards, and either clear or report them via the Every system without delay.

5 Fire Detection

- 5.1 Each of the School premises must have adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons.

6 Fire Alarm

- 6.1 Each of the School premises has an adequate means of raising the alarm in the event of fire.
- 6.2 The fire alarm system in each location is to be tested weekly with the date and time made known. The alarm will be activated using a different activator point each week, where this is practicable.
- 6.3 The fire alarm system will be serviced termly by a competent contractor.
- 6.4 Records of these tests and servicing are maintained in a Fire file held by the Bursar.

7 Fire Fighting Equipment

- 7.1 A suitably qualified and competent external contractor advises the School on the minimum level of fire-fighting equipment which must be present in the School premises.
- 7.2 Fire extinguishers, and other fire suppressant systems are serviced by a competent contractor annually and the service date recorded on each piece of equipment.

8 Emergency Lighting

- 8.1 Emergency lighting is 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.
- 8.2 Battery operated emergency lighting is tested monthly (charge & illumination) and an annual full discharge test by a competent contractor.
- 8.3 Records of testing and servicing of emergency lights are maintained by the Maintenance Department and inspected by the Bursar termly.

9 Emergency Procedures

- 9.1 Written emergency procedures are provided. These written instructions include procedures in the event of a fire and where required, procedures in the event of a bomb warning.
- 9.2 Notices are displayed in each building of the School premises detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency. These notices may be different for each building and take into account the activity taking place in the building and the age of the pupil, e.g. for Boarders, EYFS and evacuation of the Dining Hall. This may be different from the Fire Evacuation Point depending on location. An example notice is included at Appendix 1 to this guidance
- 9.3 There are adequate means of escape for all occupants of the school premises. These means of escape are clearly signed with pictograms.
- 9.4 The means of escape are regularly inspected to ensure they are kept clear of obstructions and tripping hazards.
- 9.5 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 and visitors will be catered for by the Bursar or Maintenance Staff when notified.

9.6 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 the Senior member of staff on site. It is their responsibility to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

9.7 SUMMONING THE FIRE BRIGADE: The School Office is manned between 8.30am and 5.00pm during weekdays in term-time only.

The master panels that show the location of the alarm call points on the networked alarm system in Feldemore, the Theatre Block, Kitchens and Sports Hall are located in the Reception area, near the School Office and the entrance to the Sports Hall. The master panels that show the location of the alarm call points on the networked alarm system in the Mews and Music School are located in the entrances to those two buildings.

The School Office will be given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions regarding contacting Fire and Emergency Service. A member of the residential staff is on duty 24 hours a day during term time. They have standing instructions to summon the Fire and Emergency Services outside the hours that the School Office is staffed, (unless warned of a planned fire practice).

9.8 Fire drills are held every term at the School. A night-time evacuation of the boarding house is also held every term.

9.9 Written records of fire evacuation drills are maintained in the Fire file which is kept by the Bursar.

10 Fire Training

10.1 The Bursar and Site Manager will receive training at the recommended interval to carry out Fire Risk Assessments and Fire Marshal training, such training to be delivered by recognised trainers.

10.2 The Head of Boarding, Head of Early Years and at least one member of staff for each building will be trained as a Fire Marshall on appointment and renewed every three years, to cover:-

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

10.3 Staff will be informed via their initial induction training with the Head or Bursar and termly inset briefings 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; and
- action to take in the event of a bomb alert.

10.4 Pupils will be informed of exits and escape routes, and this will be delivered at the start of each academic year by the teachers and via fire practice.

10.5 Visitors and contractors:-

- on arrival at the School will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.
- 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.

11 Fire Prevention

11.1 The School 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, Maintenance staff and Heads of Department will:-

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

11.2 Pay close attention to the activities of contractors as appropriate.

12 Fire Records

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

Legal Requirement & Education Standards

References:

- A: Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools, September 2017 version. (www.isi.net).
- B. Part II of the Regulatory Reform (Fire Safety Order) 2005, (www.legislation.gov.uk)
- C. "Fire Safety and Fire Risk Assessment," Ecclesiastical Risk Services Ltd guidance note (www.ecclesiastical.com)
- D. "Fire Safety" Chapter O of the Bursars' Guide by Owen David Risk Management Ltd
- E. "Fire Safety: Managing School Facilities" DCSF Guidance, (www.gov.uk/dfe)
- F. "Fire Safety Risk Assessment for Educational Premises" and "Fire Safety Risk Assessment: Sleeping Accommodation," DCLG publications (www.communities.gov.uk)

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Appendix 1: Proforma Emergency Evacuation Notice

All new staff and pupils, 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 courts area by the lower car park..
- 3 If you are teaching a class, do not allow the pupils to take anything. Shut doors and windows (where it is safe to do so) behind you.
- 4 The School Office will summon the Emergency Services if the alarm sounds.
- 5 If you have a disabled pupil in your class, you should follow the Personal Emergency Evacuation Plan for them.
- 6 Take a headcount of your class and then the register of your class as soon as you reach the assembly point. Remain at the assembly point with your pupils until the all clear is given.
- 7 Report anyone who is waiting to be evacuated or who is missing immediately to Senior Member of Staff 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 All persons are to remain at the assembly point until the all clear is given.