



Brentwood School

PREPARATORY SCHOOL FIRE SAFETY & FIRE RISK ASSESSMENT POLICY

This policy is applicable to all pupils in the Preparatory School including those in the EYFS.

1. General Statement

The Governors of Brentwood School have set out this policy in order to meet their obligations for the fire safety of the whole School community in general and the Prep School in particular, more specifically, to ensure compliance with The Regulatory Reform (Fire Safety) Order 2005, to give clear guidance on fire prevention and to establish an emergency action plan to ensure safe evacuation in the event of fire. The policy addresses the elimination or reduction of risks from dangerous substances.

2. Organisation

i. Governors. The Governors are responsible for fire safety policy within the School. As such, they monitor the effectiveness of this Policy statement and will revise it where necessary.

ii. Bursar.

- The Bursar, on behalf of the Governors, is responsible for the safe functioning of all Prep School activities in relation to fire.
- He will ensure that effective arrangements are in force for the evacuation of buildings in case of fire or other emergencies.
- He ensures that those persons with responsibility for Fire Safety are qualified and competent to do this, and have had training appropriate to their designated role.
- He will ensure that fire risk assessments (FRA) are undertaken.
- He will ensure that all necessary fire equipment is available and properly maintained.
- He will be responsible for the delegation of some of these duties on a day-to-day basis to the Fire Officer/Health and Safety Officer.

iii. Prep Deputy Head and Head of EYFS and Key Stage 1.

- The Prep Deputy Head and Head of EYFS and Key Stage 1 are responsible for ensuring that, in the event of an evacuation, all members of the School are accounted for.
- They are responsible for ensuring that pupils and staff are exposed to the least possible degree of risk.
- They are responsible for ensuring that there is an effective system for making available class registers current to that day for roll call.
- They will record the time taken from alarm sounding to completion of roll call of all pupils and staff and ensure that the information is recorded in the incident log.
- They are responsible for arranging a practise fire evacuation drill once per term.
- They are responsible for ensuring that class fire notices are displayed prominently in each classroom.
- They are responsible for communicating fire policy and procedures to all staff.

iv. Fire Officer.

The Fire Officer has undertaken the following professional training to establish competency in her role:

- NEBOSH General Certificate
- NEBOSH Fire Certificate with Credit
- NEBOSH Construction with Credit
- Preparing to Teach in the Life Long Sector, Level 3
- Level 3 Award in risk assessment
- Key Train the Trainer certificate for evac chair
- Institute of fire engineers Train the Trainer certificate
- FPA Advanced fire risk assessor

They are responsible for obtaining, interpreting and disseminating all relevant fire safety information.

- Within this general responsibility, the Fire Officer will ensure that:
 - The School's Fire Safety policy is reviewed at least annually and updated where necessary.
 - As far as is reasonably practicable the School is compliant with the Regulatory Reform (Fire Safety) Order 2005 (FSO).
 - Assume control of Fire Risk Assessments throughout the School, ensuring that they are undertaken as necessary and regularly updated.
 - Instruction and training is provided to School staff as necessary.
 - All fire safety systems (alarms, emergency lighting, evacuation routes and extinguishers) are provided and maintained to the required standards.
 - A system of regular call point testing is carried out and recorded.
 - All relevant records are kept up to date and available for inspection if required.
 - They record the time taken from alarm sounding to completion of roll call of all pupils and staff in the incident log.
- Undertaking Fire Risk Assessments and collating all documentation relevant to this topic. Any discrepancies are to be reported to the Fire Officer for action.
- Liaising with Fire Department during visits and inspections, making available all documentation requested by the Department.
- Undertaking routine inspections of all fire equipment including doors, routes and extinguishers, and reporting breaches of Regulations to the Fire Officer and defective installations to the School's nominated contractor.
- Purchasing/replacing fire equipment as necessary.
- Carrying out regular call point testing and recording compliance.
- Undertaking the review of the School's compliance with COSHH regulations.
- The installation and maintenance of all fire protection systems.
- The purchasing/replacement of fire equipment as necessary.

v. Head Porter.

The Head Porter, of the Senior School, is responsible to the Bursar, through the School's Fire Officer, for the following duties in relation to fire:

- Overnight cover for the Preparatory School site.
- Responding to out of hours incidents – auto diallers will contact the Head Porter's mobile phone.

vi. Porters Department.

Members of the Porters Department are responsible to the Bursar, through the School's Fire Officer, for the following duties in relation to fire:

- Participating in the School's alarm response procedures in the event of the alarm being raised.
- Undertaking call point testing on a weekly basis.
- Contacting the emergency services if so instructed.
- In the absence of the School Secretaries, ensuring that visitors and contractors to the Preparatory School are signed in so that they can be accounted for in the event of an emergency.

vii. School Secretaries.

The School Secretaries are responsible to the Prep Headmaster and Head of EYFS and Key Stage 1 for the following duties in relation to fire:

- Ensuring visitors to the School are signed in so that they can be accounted for in the event of an emergency.
- Ensuring that visitors are provided with fire safety information.
- Ensuring that absenteeism relating to staff is recorded and the information is available in the event of an emergency.
- Class registers are current and readily available.

viii. All Employees.

All members of the School staff are responsible to the Bursar, through the School's Fire Officer, for the following in relation to fire:

- Taking reasonable steps to ensure that they do not place themselves or others at risk of harm by their acts or omissions.
- Co-operating fully in complying with all fire prevention and evacuation procedures as laid down in this policy. Failure to comply or to misuse fire safety equipment may lead to disciplinary action.
- Ensuring that they familiarise themselves with the layout of buildings and evacuation routes.
- Ensuring that fire prevention equipment is used correctly and to report any misuse to the School's Fire Officer.
- Ensuring that all fire exits and evacuation routes are clear at all times and that no ignition sources or combustible materials are stored in corridors, on stairways or under stairs.

3. Arrangements

- i. The School shall carry out Fire Risk Assessments (FRA) to comply with the Regulatory Reform (Fire Safety) Order 2005 (FSO) for all areas in the School. These will be reviewed at least every two years or in the event of staff changes, changes to building layout or in the event of fire.
- ii. The FRA will be undertaken by the ~~Assistant~~ Health and Safety Officer or a contractor and the findings reported to the Fire Officer, Bursar and relevant Head of Department.
- iii. The School will hold a drill once per term, during normal school hours, the timing of which will be communicated to the whole school community.
- iv. Teaching and non-teaching staff should, if it is safe to do so, make a sweep of their immediate work area to ensure that rooms such as toilets, store rooms etc are evacuated in the event of the alarm sounding.
- v. Pupils, staff or visitors with mobility concerns should be evacuated last from buildings. A buddy system is required to ensure that either help is given with egress or emergency services are informed of the situation.
- vi. Mobility impaired persons must always be guided to a safe refuge area if complete evacuation is not possible.
- vii. The Fire Assembly Point for the Preparatory School pupils, teaching staff and members of the non-teaching staff, visitors and contractors is in each School's respective play grounds. Teaching staff should line up with their own forms and report to the Deputy Head, Prep School or Head of EYFS and Key Stage 1. Non-teaching staff should assemble with other members of the School's community. A plan of the assembly points for the Prep School 7-11 is set out in Annex B and for the Prep School 3-7 in Annex C.
- viii. A record will be kept of the date and time of every fire drill and the exact time taken to clear the buildings. The data will be logged on the Fire Alarm Incident Form and made available to the Headmaster and members of the Health and Safety Committee. The Deputy Head,

Prep School and Head of EYFS and Key Stage 1 will be responsible for ensuring that accurate timings are recorded.

- ix. If the School is not cleared completely within the target time of 5 minutes, the drill will be considered inadequate and a further practise will be held until the satisfactory standard is achieved.
- x. The warning in case of fire shall be given by a siren or bell in all areas of the Preparatory Schools which is not used for other purposes and can easily be recognised by staff, pupils and visitors and can be heard clearly in all parts of the building.
- xi. An individual call point will be tested weekly, on each Monday at 07.45am, which will activate all Prep School alarms. All buildings and call points will be tested in rotation and records of these tests will be retained.
- xii. A person discovering a fire must always raise the alarm immediately so that evacuation procedures may commence.
- xiii. All teachers in charge of a class will be responsible for ensuring that the whole class is evacuated safely. In the event of an actual fire it is the responsibility of the Headmaster and Head of EYFS and Key Stage 1 to dictate any subsequent movement.
- xiv. Heads of Department/Line Managers are required to register the absence of employees (on leave, for illness etc) to ensure that there is an effective system that allows them to account for all non-teaching staff.
- xv. The School Secretaries will provide information to the Deputy Head, Prep School and Head of EYFS and Key Stage 1 on registered visitors to the School so that they can be accounted for during roll call.
- xvi. Contractors and visitors to the School will be instructed on the location of assembly points and fire evacuation procedures by the Porters or Secretaries when signing in.
- xvii. Long term contractors, e.g. cleaning staff, should provide and manage an appropriate evacuation procedure. If contractors work outside of normal School hours the Supervisor or Manager must report any alarm to either the School Marshal or Head Porter as detailed in Annex D. This information must be also be reported to the Fire Officer and recorded.
- xviii. Directions for the evacuation of pupils, staff and visitors are displayed in prominent places.
- xix. Teaching and non-teaching staff are responsible for ensuring that, if it is safe to do so, gas and electric services are turned off as they vacate the area.
- xx. Exit doors, including corridor doors, leading from buildings should not, under any circumstances, ever be locked or obstructed.
- xxi. Designated fire exit routes must be kept clear and sterile at all times.
- xxii. Under no circumstances during a fire practise, or actual fire emergency, should any person enter a School building or leave the School grounds without the permission of the Headmaster or Head of EYFS and Key Stage 1.
- xxiii. No members of staff, pupils, visitors or contractors should re- enter a building once evacuated without the permission of the Headmaster or Head of EYFS and Key Stage 1.
- xxiv. Everyone on site, regardless of designation, is to evacuate when the alarm is raised.
- xxv. The School will provide, for use by the emergency services, information detailing layout of the site, access routes, fire prevention equipment, chemical storage areas and alarm details and keys. This information will be held in the Porters Office.

- xxvi. The School will install and maintain suitable fire detection/prevention equipment that complies with current BS standards. Equipment/systems will be inspected by competent staff as follows:
- Call point testing – weekly, by in-house staff
 - Full emergency light testing
 - Emergency alarms and detection equipment, Bi-annually by contractors
 - Fire extinguishers – monthly, by in-house staff
 - Fire extinguishers – bi-annually, by contractors
 - Fire doors and escape routes – monthly, by in-house staff
- xxvii. The School will provide Fire Safety awareness training.
- xxviii. All departments in the School are to report to the Health and Safety Officer the details and locations of all toxic and flammable substances. All such substances are to be stored securely. These arrangements are to comply with the Control of Substances Hazardous to Health Regulations (COSHH). Information on location and type of substance will be made available to the Fire authorities.
- xxix. All electrical equipment will be used and maintained in accordance with the manufacturer's instructions. Faulty or damaged electrical equipment must be taken out of use until it has been repaired by a competent person. The School will PAT test all portable electrical equipment on an annual basis. All redundant electrical equipment must be removed from School.
- xxx. Only extension leads that are in good condition and have surge protection are permitted to be used anywhere on School property. Extension leads must be fully extended when used.
- xxxi. Portable heaters brought in from home are not permitted to be used in any School building. If a portable heater is required this must be requisitioned from the Porters' Department.
- xxxii. During the course of the school year there are many extra activities that involve parents and members of the public who will not be conversant with the School emergency evacuation procedures. In order to ensure their safety, appropriate guidelines are set out in Annex E.
- xxxiii. Instructions for members of the Contract Cleaning Company are set out in Annex F.

The following Annexes to the Fire Safety Policy are attached. Further information may be obtained from the Fire Officer (ext 256):

Annex A	Actions in the Event of a Fire
Annex B	Fire Assembly Point – Prep School 7-11
Annex C	Fire Assembly Point – Prep School 3-7
Annex D	Incident Response Procedures during School day
Annex E	Incident Response Procedures (Out of Hours)
Annex F	Evacuation Procedures (Public Performances)
Annex G	Evacuation Procedures (Contract Cleaners)

Policy approved by Health and Safety Committee: 15 January 2018

ACTIONS IN THE EVENT OF A FIRE

It is good practise for members of staff to inform colleagues if they are leaving the site during the normal School day.

If you discover a fire:

1. Raise the alarm by using the nearest available call point.
2. If you are in charge of a class ensure they leave by the nearest available safe exit.
3. If you have a guest/visitor ensure they leave the building and proceed to the muster point
4. If it is safe to do so, make a sweep of their immediate work area to ensure that rooms such as toilets, store rooms etc are evacuated in the event of the alarm sounding.
5. If it is safe to do so and you have been trained, have a safe means of escape, have raised the alarm, use the nearest appropriate extinguisher to tackle the fire. This should not be attempted if the fire is larger than a small waste paper bin.
6. Leave the area and if possible close windows and doors as you go to prevent the spread of fire.
7. Never re-enter the building until it is pronounced safe by the emergency services.

If the alarms sound:

1. Instruct pupils to leave in silence by nearest safest route.
2. Please shut doors and windows behind you.
3. Ensure any guests/visitors are accompanied to muster point.
4. Inform Deputy Head of Prep if any pupil is not accounted for.
5. Do not return to the building until it is pronounced safe by the emergency services or by the Schools response team.



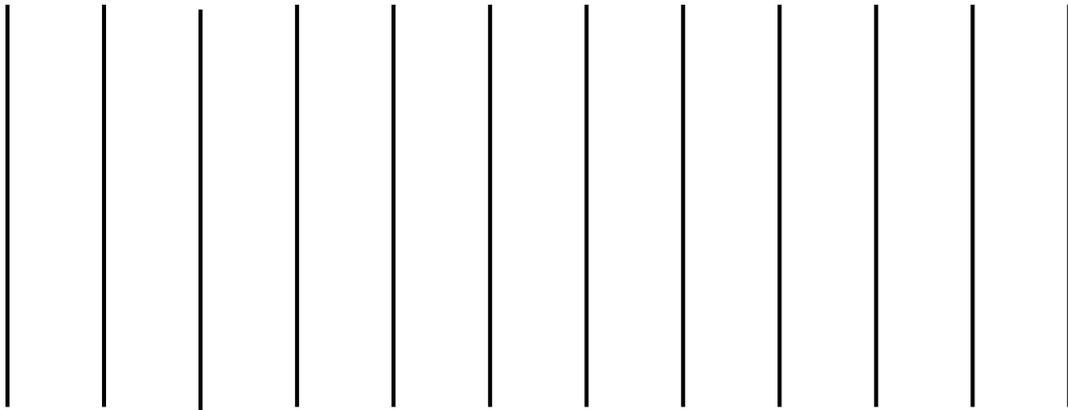
PREPARATORY SCHOOL 7-11
FIRE DRILL ASSEMBLY POINT

Main Gates ←

Playground Fence

→ Stableyard Classrooms

6AM 6ST 6JS 5TW 5JL 5AP 4KO 4SF 4NE 3NR 3CH 3DV R



Classes in alphabetical order

PREPARATORY SCHOOL 3-7
FIRE DRILL ASSEMBLY POINT

Playground back fence line

Pergola

6 5 4 3 2 1 R N

Nursery

Class head count taken
Roll call undertaken with eye contact for all pupils

PORTERS DEPARTMENT

Fire Alarm Response Action Plan for 8 am to 5pm

1. On hearing a fire alarm check you are safe to investigate the location panel situated in the Porters' office.
2. Ascertain by using the panel where the alarm has been activated and alert the fire response team using channel 4 on the walkie talkies.
3. Send a Porter to the alarm location complete with the following:
 - Keys to the building
 - Building security alarm code
 - Fire panel reset keys
 - Building plan, location of zones and call points and sensors
 - Walkie Talkie or a means of communication
 - Fire alarm call point replacement glass/reset key – Response Bag.
4. Communications must be maintained with members of the fire response team using channel 4 on the walkie talkies.
5. The Head Porter or Deputy must confirm that they can account for all the Porters on duty at that time, thereby accounting for their safety.
6. The Headmaster will be called by one of the building/alarm response team. When the Headmaster is satisfied that all is safe he will instruct the Porters to disable the alarm and in turn allow the School to resume work.

Should the Headmaster not be on site, the following will deputise in the order shown:

- Deputy Heads
 - Head of EYFS
7. In the case of a fire the Headmaster will request you to phone the Fire Brigade.

PORTERS DEPARTMENT

Fire Alarm Response Action Plan for 5pm to 10 pm

1. On hearing a fire alarm check you are safe to investigate the location panel.
2. Ascertain by using the panel where the alarm has been activated.
3. Send a Porter (if on duty) to the alarm location complete with the following:
 - Keys to the building
 - Building security alarm code
 - Fire panel reset keys
 - Building plan, location of zones and call points and sensors
 - Mobile phone or a means of communication
 - Fire alarm call point replacement glass or reset key

If the Porters are not on duty the Control Panel will phone the following in the order set out below:

- Head Porter's home phone
- School Marshal

When the above are called they are to take control and follow steps 1 to 3 as indicated above, then continue through steps 4 and 5.

4. If, on investigation, a fire is recognised then the Fire Brigade should be phoned immediately on 999. **DO NOT** under any circumstances enter the building.
5. Meet the attending Fire Officer and issue them with the following:
 - Information of people at risk, i.e. tenants, neighbours, disabled, etc.
 - Information of areas at risk, i.e. gas, chemicals, etc.
 - Layout drawing of campus showing access and egress
 - Layout drawing of building
 - Fire services documentation
6. Phone the Bursar or Headmaster.

Fire evacuation during public performances.

During the course of the School year there are many extra activities that involve parents and members of the public who will not be conversant with the School Fire Evacuation Procedures. These events include, for example, concerts, plays, fund raising events etc. In order to ensure the safety of pupils, staff and members of the public, the following guidelines must be followed before and whilst an event is taking place:

- The Producer/Organiser of the performance will be responsible, in the event of the fire alarm sounding, for the safe evacuation of cast and crew. The assembly point illustrated in Annex A and B of the policy will be used as far as is reasonably practicable.
- The Front of House Manager will ensure that the safety announcement is delivered prior to the commencement of the production. The announcement will include information on the assembly point.
- The Front of House Manager will be responsible, in the event of the fire alarm sounding, for the safe evacuation of the audience. The Front of House Manager will:
 - decide on an assembly point for the audience dependent on the building being used and communicate this to Senior Members of Staff **before** the day of the first performance.
 - ensure the fire exits are functional and clear from any obstructions and that emergency lighting on escape routes are operational **before** the audience is admitted.
 - identify to the audience escape routes and assembly points and ensure that there are sufficient competent attendants to look after the audience, before the performance begins.
 - ensure that a means of communication is readily available in order to summons emergency help.
 - During the performance:
 - carry a torch whenever part of the public area is in darkness.
 - ensure that they have available a fluorescent jacket.
 - ensure there are no areas of overcrowding.
 - keep exits and gangways clear.
 - be aware of the need of any people with disabilities and make provision for their evacuation if necessary.
- The Producer/Organiser and Front of House Manager will be responsible for confirming to the Fire Officer that the building is clear
- Prior to each performance a senior member of staff will be identified who will act as emergency co-ordinator. The Producer/ Organiser and Front of House Manager will be instructed to report roll calls etc them.
- The School Marshal or Head Porter must be informed of the emergency
- Pupils, Staff and Members of the Public must be informed that they must stay out of all School buildings until they are told by a Senior Member of School Staff that it is safe to return.
- The Producer/Organiser must ensure that any outside Contractor used have produced and submitted risk assessments for services supplied which includes consideration for fire safety. Contractors must provide their own tools, ladders and relevant safety equipment. These must comply with current health and safety legislation.
- These guidelines have been compiled from information included in Regulatory Reform (Fire Safety) Order 2005 and the DfEE publication Managing School Facilities – Fire Safety Guide 6.

CONTRACT CLEANERS Ethos Facilities Ltd - GENERAL POLICY AND PROCEDURE ON FIRE

EVACUATION OF BUILDINGS

1. If you see a fire you should sound the alarm.
2. You should also call the fire brigade (tel: 999).
3. ALL STAFF MUST LEAVE ANY BUILDING IMMEDIATELY WHENEVER A FIRE ALARM SOUNDS AND MAKE THEIR WAY TO THE DESIGNATED ASSEMBLY POINT:
 - MAIN SCHOOL – CRICKET PAVILLION
 - PREP SCHOOL – PLAYGROUND
4. YOU ARE RESPONSIBLE FOR FAMILIARISING YOURSELF WITH THE PROCEDURES.
5. You must obey any instruction to evacuate a building when an alarm sounds.
6. NO PERSON, WHETHER STAFF OR OTHER, MAY RE-ENTER AN EVACUATED BUILDING UNTIL THE FIRE BRIGADE OR DESIGNATED MEMBER OF STAFF GIVES EXPRESS PERMISSION.
7. You must ensure that fire exits are kept clear and are left unobstructed.
8. You must ensure that fire doors are not propped open; these prevent the spread of smoke and fire.
9. DO NOT TAMPER WITH FIRE APPLIANCES.
10. DO NOT SET OFF FALSE ALARMS.
11. SMOKING AND NAKED FLAMES ARE PROHIBITED IN ALL BUILDINGS.
12. NEVER TACKLE A FIRE UNLESS YOU ARE CONFIDENT AND HAVE HAD PREVIOUS EXPERIENCE/TRAINING.
13. All flammables must be stored correctly, away from sparks/naked flames and other heat sources.

Even the most mundane activity can involve risk of fire. The responsibility for the health and safety of oneself and others rests with each and every employee of the Ethos, in accordance with the Health and Safety at Work Act 1974.