

ST PIRANS SCHOOL

FIRE SAFETY PROCEDURES AND RISK ASSESSMENT POLICY

FIRE SAFETY

INTRODUCTION

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at St Piran's school are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

ROLE OF THE SCHOOL FIRE SAFETY MANAGER

The Bursar is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The Fire Safety Policy is kept under regular review by Governors and the SMT.
- The Fire Safety Policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired
- Records are kept of all fire practices.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

EMERGENCY EVACUATION NOTICE

All new staff and pupils, all contractors and visitors are shown the following notice:

ST PIRAN'S FIRE PROCEDURE

(Revised 2014)

During School Time:

1. When the Yodelarm sounds, all pupils and staff will proceed to the Upper Field.
2. The fire assembly point is half way up the field, in front of the green Assembly Point sign, facing the St Piran's Centre.
3. Strict silence will be observed and everyone will walk briskly on to the Upper Field in an orderly fashion.
4. If there is an individual lesson taking place, the teacher will take the child on to the top field.
5. Children being taught in sets will line up in classes.
6. A roll call will be taken by the teacher or one of the people responsible for each class. Each teacher will be asked for the number of pupils who are missing. (Pupils who are absent on the day are accounted for in the register)
7. The Head of Pre-Prep will check Pre-Prep pupil and staff numbers; the Head of Middle School will check Upper and Middle School pupil numbers; the Director of Studies will check Upper and Middle School staff numbers.
8. All non-teaching staff e.g. administrative, medical, kitchen, music and ground/maintenance staff will also come up to the assembly point, so that they can be accounted for.
9. Music staff are checked off by the Director of Music, who will then report to the Director of Studies
10. Admin, medical and ground/maintenance staff are checked off by the Headmaster.
11. Kitchen staff are checked off by the Catering Manager who will report to the Headmaster.
12. All visitors to the school, including hirers, contractors and activity leaders must muster at the Fire Assembly point.
13. Senior Management will report all details of absentees to the Headmaster.

During prep and activity time, 4.30-5.10pm

1. When the Yodelarm sounds, all pupils, staff and activity leaders will make their way to the Upper Field as quickly as possible, following the above procedures.
2. Pupils will assemble in their prep and activity groups at the assembly point. The roll-call will be taken by the adult responsible and any absentees will be reported to the Headmaster.

Headmaster
July 2014

FIRE SAFETY PROCEDURES

BRIEFING NEW STAFF AND PUPILS

All our new teaching and non-teaching staff alike, and all new pupils, including EYFS pupils, are given a briefing on the school's emergency evacuation procedures on their first day at St Piran's School. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire Evacuation Procedure notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's, safety. We offer fire awareness INSET training, including the basic use of fire extinguishers, to all staff. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

SUMMONING THE FIRE BRIGADE

The School Office is manned between 8.00am and 5.30pm during weekdays in term-time and between 8.00am and 4.00pm during half terms and holiday apart from the Christmas and Easter closedowns. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the main school foyer. The School Office is always given advance warning of fire practices. When the alarm goes off and a genuine emergency is detected, the staff have standing instructions to summon the Fire and Emergency Service at once.

The resident member of staff is the Director of Studies who is on call between 10pm and 7am, 7 days a week, 365 days a year, including public holidays. He has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed. In his absence, the Headmaster who also lives on site is on call.

VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point.

When large numbers of visitors are at the school for Open Days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

DISABLED STAFF, PUPILS OR VISITORS

We have a special one to one induction on fire safety for disabled pupils and their carers and for disabled members of staff or visitors.

RESPONSIBILITIES OF TEACHING STAFF

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 Headmaster or his designated Deputy from SMT. It is the responsibility of the Headmaster or his designated Deputy to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

On no account should anyone return to a burning building.

RESPONSIBILITIES OF FIRE MARSHALS

We have several members of the non-teaching staff who are trained Fire Marshals: grounds man, maintenance man, the St Pirans' Centre manager and the Bursar who do not have specific duties in the event of fire or other emergency for looking after pupils. (Members of the teaching staff may also opt to be trained as Fire Marshals). All Fire Marshals are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Fire Marshals receive regular refresher training.

FIRE PRACTICES

We hold one fire practice every term at St Piran's school. This, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals on site, helps to ensure that the school can be safely evacuated in the event of a fire.

FIRE PREVENTION MEASURES

We have the following fire prevention measures in place at St Piran's school.

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors.
- Break glass fire points: They can be manually activated by breaking a glass panel.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- Automatic door closures that are activated by the fire alarms are fitted on doors in the Reception building corridor and main access to the kitchens.
- The master panel for the alarm system is located in the main school foyer and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS)
- Alarms sound in all parts of the building. In the Nursery, they are supplemented by visual alarms (red flashing lights).

Keeping fire routes and exits clear at all times.

- The Grounds Man is responsible for unlocking the buildings in the morning, when he removes bolts and padlocks from all emergency exits, checks that escape routes are not obstructed.

Testing all fire alarms weekly (and recording all tests and defects).

- This is the responsibility of the Bursar/Maintenance team, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Termly checks of fire doors, automatic door closures and emergency lights,
 - Six monthly professional check on fire detection and warning equipment,
 - An annual service of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers and hoses
- Records of all tests are kept in the Bursar's office.
- Theatre scenery, stage curtains and props and gym "crash" mats are treated with fire retardant spray
- Plans showing the location of fire hydrants, gas and electricity shut off points are displayed in fire proof glass fronted display boards next to the entrance of each building
- The kitchen is fitted with heat alarms and 30 minute fire doors that close automatically when the fire alarms sound

Electrical Safety

The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations, all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.

- Regular portable appliance testing takes place by an external contractor
- Records of all tests are kept in the Bursar's office
- The teachers check that all scientific and DT equipment is switched off at the end of the school day
- All computers, projectors, printers and electronic whiteboards have been set to 'stand by' automatically every evening and to 'switch off' during holidays and weekends
- The Catering Manager checks that all kitchen equipment is switched off at the end of the day.

Lightning Protection

All lightning protection and earthing conforms to BS 6651-1999. It is tested annually by a specialist contractor. Records of all tests are kept in the Bursar's office

Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Bursar's office
- Landlord's gas safety certificates are held for all school domestic accommodation.
- All kitchen equipment is switched off at the end of service.

- The Science Labs are checked daily to ensure that the central gas supply is turned off.

Safe Storage

We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards

LETTING OR HIRING THE SCHOOL

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that he/she has read and understood the school's Fire Safety Policy and Procedures. The St Pirans' Centre Manager is always on duty when the school is let or hired for an outside function or event.

FIRE RISK ASSESSMENT

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow a standard grid procedure for evaluating risk, and we are progressively updating them to follow the format of "Specification 79: 2005. Generic risk assessments are used for classrooms, but individual ones are needed for corridors, stairs, kitchens, laboratories, workshops etc.

St Piran's School has a professional Fire Risk Assessment which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of St Piran's School's Fire Risk Assessments are on the Health and Safety section of the school's intranet for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome. All Staff should ensure that they read the sections that are relevant to them.

Reviewed by: Bursar
Date: July 2015
Next Review Date: December 2016