

St Christopher's School

A Brighton College School



Policy Statement **Fire Safety & Fire Prevention** **Regulatory Reform (Fire Safety) Order** This policy applies to EYFS

Fires can cause massive destruction to building structures, services, equipment, goods in storage and personal possessions, additionally records, archives and information can be destroyed or damaged beyond recovery by the direct and indirect effects of fire. Exposure to fire can result in burns and inhalation of smoke, either of which can be sufficiently serious to be fatal. We are legally obliged to safeguard and minimise against exposure to fire and its effects to all who work and visit to our premises. We have put in place arrangements, procedures and appropriate control measures to minimise the risk and effects of fire. These measures include the following arrangements, procedures and control measures.

- Suitable and sufficient risk assessments.
- Applied suitable principles of prevention.
- Fire safety arrangements, for the effective planning, organisation, control monitoring and review of the preventative and protective measures.
- The elimination or reduction of risks from dangerous substances.
- Fire fighting and fire detection, where appropriate, the premises are equipped with appropriate fire fighting equipment, fire detection and alarms.
- Emergency routes to the emergency exits from the premises and the exits themselves are kept clear at all times
- Procedures for serious and imminent danger and danger areas and the additional emergency measures in respect of dangerous substances.
- Maintenance, testing and inspection for all devices and equipment are subject to a suitable system of inspection and maintenance so as to maintain them in an efficient state, in good repair and working order.
- Provide comprehensive and relevant information to all who live and work on the premises, including contractors and visitors.
- Provide suitable, sufficient and adequate safety training.

These arrangements will be reviewed at least annually or when changes, improvements, procedures or alterations to the premises may be carried out, or on advice from our insurers or the Fire and Rescue Authorities.

FIRE PREVENTION MEASURES

We have the following fire prevention measures in place at St Christopher's school:

a) Escape Routes and Emergency Exits

- There are at least two escape routes from every part of the building
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type), smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by pressing the centre black area, and are automatically activated when smoke/heat builds up. A sprinkler system is in operation in the Saunders Building (Class 7 and 18)
- 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 or leading onto escape routes
- The master panel for the alarm system is located in the hallway (opposite the basement door) and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS)
- Alarms sound in all parts of the building.
- Keeping fire routes and exits clear at all times. The Caretaker is responsible for unlocking the buildings in the morning, by opening bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and the emergency lights are working, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Caretaker. The Bursar arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Monthly 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 by the Caretakers and Bursar.
 - 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. The kitchen is also fitted with a Fire Suppression System.

b) 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. A member of the Caretaking staff has been trained in this role.
- Records of all tests are kept in the Bursar's office.

- All computers, projectors, printers and electronic whiteboards are switched off every evening and during holidays and weekends
- The Catering Manager checks that all kitchen equipment is switched off at the end of the day.

c) 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.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

d) 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.
- Chemical waste is disposed of safely

e) 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 they have read and understood the school's fire safety policy and procedures. A school caretaker is always on [duty/call] when the school is let or hired for an outside function or event.

Reviewed: November 2016

Next Review: November 2018