

St Christopher's School

A Brighton College School



Fire Safety Policy

&

Management Plan

(This document also applies to EYFS)

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1.0 Aims and Objectives

Fire is a hazard in any part of the premises. Its consequences include the threat to lives or health and safety of relevant persons, damage to, or loss of property, including records and archives, and severe interruption to normal business activities or opportunities. Exposure to fire can result in burns and inhalation of smoke, either of which can be sufficiently serious to be fatal. Managing the risk of fire requires fire safety precautions based on a combination of appropriate prevention and protection measures. This depends upon building use and occupancy, the inherent fire risks and the School's legal obligation to safeguard and minimise against exposure to fire and its effects to all who work in and visit our premises. The School is committed to reducing hazards and ensuring the prevention of outbreaks of fire.

The aim of this plan is to manage the:

School's fire procedures to ensure effective planning, risk assessment, implementation, monitoring and review in accordance with the Regulatory Reform (Fire Safety) Order 2005.

Requirements for the provision of firefighting and fire detection equipment.

Provision of emergency routes and exits (means of escape); and

Maintenance of all fire safety provisions.

All employees have a duty of care with regard to fire safety.

2.0 Arrangements

The following arrangements and activities are in place in order to meet the above requirements:

- 2.1 Suitable and sufficient risk assessments.
- 2.2 Fire safety arrangements, for the effective planning, organisation, control monitoring and review of the preventative and protective measures.
- 2.3 Devices and equipment that are subject to a regular system of inspection, testing and maintenance to maintain them in an efficient state, in good repair and working order. This includes, but is not limited to the monthly and annual testing of emergency lighting, weekly testing of fire points, bi-annual testing/servicing of the fire alarm, annual inspection of firefighting equipment, annual servicing of sprinkler and suppression systems and annual servicing of gas appliances (boilers, kitchen equipment etc.).
- 2.4 Clearly defined Fire Evacuation Procedures tailored to each site, ensuring all responsible persons clearly understand their duties.
- 2.5 Termly fire drills which are reviewed, with any improvements identified and communicated to staff and pupils.
- 2.6 Premises are equipped with appropriate firefighting equipment, fire detection and alarms, which are positioned in key locations to assist in giving early detection and warning of fire or smoke.
- 2.7 Clearly signed evacuation routes to the emergency exits from the premises. All exits are kept clear at all times.
- 2.8 Portable electrical appliances that are tested on a rolling annual basis to significantly reduce the risk of fire from electrical faults.
- 2.9 Certification of the electrical distribution fixed wiring system which is completed in accordance with statutory obligations. The School 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).
- 2.10 The Kitchen is fitted with heat alarms and 30 minute fire doors that close automatically when the fire alarm sounds. The kitchen is also fitted with a Fire Suppression System. The Kitchen Staff take responsibility for ensuring all kitchen equipment is switched off at the end of service.
 - 2.11 The Caretakers have responsibility for checking all fire measures as part of their opening/ closing routines, ensuring evacuation routes are clear of rubbish and the gas supply in the laboratory is switched off at the end of each school day.
 - 2.12 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.
 - 2.13 Provision of appropriate storage cabinets for storage of materials and substances that are known to be flammable.
 - 2.14 A system of waste management that minimises the amount of rubbish and waste materials allowed to build up. Waste receptacles are kept in a designated area away from the building in order to prevent arson.
 - 2.15 A system by which all visitors and contractors required to enter the premises are informed of the key points regarding fire precautions and the rules by which they must abide by when on site.
 - 2.16 Provision of suitable, sufficient and adequate fire safety training for existing and new staff joining the organisation.

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

3.0 Staff Responsibilities

All staff have the following responsibilities:

- 3.1 To take responsibility for any pupils, visitors or contractors in their charge at the time of any fire or emergency and to ensure they are safely guided to the pre-designated assembly point.
- 3.2 Keep all fire exit routes clear and free from obstacles and waste materials.
- 3.3 Not to restrict access to or reduce vision of any mounted fire extinguishers.
- 3.4 Not to prop fire doors open, unless fitted with an automatic closer device.
- 3.5 Store all flammable substances and materials in appropriate safe locations.
- 3.6 Not to create fire hazards by overloading plug sockets and using multiple extension leads.
- 3.7 Maintain vigilance for any potential fire hazards, reporting them to the Bursar or Caretaking Team at the earliest opportunity.

4.0 Training and Prevention Methods

- 4.1 Training in safe and speedy emergency evacuation procedures is given to all staff and pupils through regular termly fire drills.
- 4.2 All staff are trained in the basics of fire prevention and precautions through an online learning module. Training records are maintained electronically, with certificates placed on staff personnel files.
- 4.3 All new employees are given local fire safety induction training as part of their induction process.

4.4 All staff are made aware that their primary duty under health and safety legislation is the safe evacuation of themselves, pupils and other employees. They also have a duty to visitors, volunteers and contractors.

5.0 Practice Drills

5.1 A fire drill is intended to ensure that in the event of a fire:

Staff and pupils act in a calm and orderly manner;

Those designated to supervise fire procedures carry out their duties to ensure safety;

The means of escape are used in accordance with pre-determined and practised plans;

Evacuation is speedy and orderly;

Proper checks are made to account for all pupils, staff and visitors.

5.2 A minimum of one drill per term will be undertaken, logged and reviewed.

5.3 In the event of a pandemic, individual practice drills may be undertaken separately for the Pre-Prep pupils and Middle and Upper School children, in order to reduce the number of pupils gathering at the evacuation point and to assist with social distancing. In the event of an unplanned evacuation, all pupils will evacuate the building in the usual fashion. Where possible social distancing will be maintained but if this is not viable, due to the lack of space, pupils will be asked to line up one behind the other to limit transmission of any air droplets.

6.0 Evacuation Notices

6.1 Fire Evacuation Notices are strategically positioned to aid in an emergency evacuation. All notices are visually reviewed as part of any health and safety check. It is the responsibility of the Bursar and Caretaking team to ensure the notices are installed and maintained.

7.0 Special Needs Requirements

7.1 Staff and pupils requiring special consideration and possible help with evacuation should be identified.

7.2 A list of names must be kept by the Bursar of any persons under 7.1.

7.3 Identified individuals should have an assigned person to aid their evacuation.

8.0 Contractors on Site

8.1 Before commencement of any building or construction work takes place, the Bursar/or Architect will require site of the company's method statement to consist of:

Risk Assessment and measures of control

Supervision arrangements

Responsibility for enforcing safety standards

8.2 The school must provide a copy of their latest Fire and Safety Risk Assessment, Fire Safety Policy and Management Plan, Health and Safety Policy and Certificate of Employer's Liability Insurance.

8.3 Contractors must follow the fire and evacuation procedures in existence at the School.

8.4 A 'hot work' permit should be issued for outside contractors to identify the location and nature of the work involved and identify what precautions have been put in place e.g. fire retardant matting or covers, supply of suitable extinguishers, warning signs etc. Appropriate checks should be made to the area every half hour for one hour after the work has been completed.

8.5 Contractors must comply with the School's Smoke Free Policy on the School site.

9.0 Fire Fighting Equipment

9.1 Maintenance

Any faults should be reported to the Caretaking Team so that extinguishers can be serviced and/or changed swiftly.

Each fire extinguisher is examined on a regular basis by the Caretaking Team to ensure that:

- it is in the correct position;
- it is fully charged;
- the accidental discharge mechanism is intact;
- appropriate fire extinguisher identification and usage signage is in place.

9.2 Colour Coding

The School meets BS 5423, Specification for Portable Fire Extinguishers, which recommends that all fire extinguishers should be red with an additional colour coding to indicate the extinguishing medium;

Red = Water

Cream = Foam

Blue = Dry Powder

Black = Carbon Dioxide (CO₂)

The table below describes the type of fire extinguisher required to deal with the various classes of fire:

Class of Fire	Water	Foam	CO ₂	Dry Powder
Wood, paper, cloth etc.	Most suitable	Only suitable on small surface fires	Only suitable on small surface fires	Only suitable on small surface fires
Liquids, fats, petrol, oil etc.	Unsuitable	Most suitable, especially for fats	Suitable where contamination must be avoided	Most suitable
Electrical	Unsuitable and dangerous	Unsuitable and dangerous	Suitable	Suitable

10.0 Fire Alarm System

10.1 There are fire alarm detection systems installed in the school's buildings. These have the facility to be manually operated by activating a 'Fire Call Point' situated in corridors throughout the buildings.

10.2 In high-risk areas, such as kitchens, there are also automatic detection devices activated by either heat or smoke.

10.3 The control panel is not directly linked to the Fire Service – in the event of a fire, the School Office or responsible person on the Olympic Pavilion site will be responsible for contacting the Emergency Services if attendance is required. Only suitably trained staff should re-set the control panel after an activation.

10.4 The fire alarm will be tested on a weekly basis within each building using a different manual call point each time. Any faults will be immediately followed up with a qualified engineer. Further testing is undertaken as part of the school's annual service level agreement for

Electrical testing.

11.0 Letting or Hiring The School

Our standard contractual terms that we use for letting and hiring of the School cover fire safety and specify that the hirer should certify that they have read and understood the school's fire safety policy and management plan. A School Caretaker is always on duty/call when the School is let or hired for an outside function or event.

12.0 Other Supporting Documents

12.1 The following internal documents and official publications support this Fire Safety Management Plan:

- Testing, service and maintenance records for fire equipment;
- Records for evacuation drills;
- Staff Induction Guidance documents;
- Site plans detailing positions of fire exits and firefighting equipment.

Current set of regulations for fire precautions and prevention:

- The Regulatory Reform (Fire Safety) Order 2005

Written: May 2021

Review Due: May 2022

APPENDIX A

FIRE EMERGENCY PROCEDURES – NEW CHURCH ROAD SITE

1. **On discovering a fire** – immediately raise the alarm by operating the nearest fire alarm point for that area identified in your classroom fire notice. The Head's Secretary will be responsible for calling the emergency services; in her absence the Registrar or Office Secretary will make this contact.
2. **On hearing the fire alarm** – The teacher must evacuate the classroom in a quick and orderly manner, using the fire route/s identified for that area. Close all doors and windows. Do not wait to collect coats and belongings. Pupils then make their way to the front (South Facing) playground – 'The Assembly Point' – and line up in their classes.
3. **Escape Routes** – have been identified for each area/classroom. The 'PRIMARY ROUTE' is the main escape route and must be followed at all times unless blocked by fire. The alternative – 'SECONDARY ROUTE' – should only be used if the Primary Route is blocked or inaccessible.
4. **Assembly Point & Registration** – pupils must line up in their classes with their backs to the 'west' boundary, facing into the playground. Registers must be collected from the office staff and these must be taken as soon as possible. Identification must be made of those missing who were earlier marked as present in school. Registers must be returned to the Head and missing persons reported to him. A main school file listing pupils, absence lists, activities and sports fixture lists is kept up to date daily and will be held by the office staff.
5. **Fire Marshals** - designated members of staff will be required to conduct a sweep of a pre-designated area to ensure that all occupants have evacuated, doors are closed and fire doors have been activated and shut.
6. **Staff & Visitors** - members of staff, regular parent helpers and music teachers are required to mark themselves in and out of the building on the 'In and Out' board situated by the entrance door. Staff must register with the Head's Secretary as soon as they are free to do so. A member of staff must take responsibility for a visitor to the school and take charge of their safe exit from the building.
7. **Emergency Vehicles** - the area of playground from the gates (South and West) into the playground must be kept clear for emergency vehicles requiring access to the site. The Caretaker or member of staff who arrives first at the Assembly Point will be responsible for opening the gates for emergency vehicles to enter. The padlock codes are the same as the gate entry code.
8. **All Clear** - once the all clear has been received, the Head will instruct teachers to dismiss their classes in stages, to avoid congestion, and pupils must return to class in an orderly manner.

APPENDIX B

FIRE EMERGENCY PROCEDURES – OLYMPIC PAVILION GLEBE VILLAS

- 1. On discovering a fire** – immediately raise the alarm by operating the nearest fire alarm point. The EYFS Coordinator or Caretaker will be responsible for calling the Fire Brigade and then inform the School of the situation.
- 2. On hearing the fire alarm** – the teacher must evacuate the Pavilion by a route not blocked by fire – the ‘PRIMARY’ route for Reception pupils will be through the South facing doors that lead to the playing fields. Children changing for games must exit via the changing room doors marked ‘for emergencies only’ or through the classrooms if the exit is blocked by fire.
- 3. Assembly Point & Registration** – pupils must line up in their classes at the farthest Southern point of the field (by entrance from Glebe Villas). Registration of the children must be taken by the teachers or teaching assistants, plus all staff accounted for.
- 4. Staff & Visitors** – a member of staff must take responsibility for a visitor to the Pavilion site and take charge of their safe exit from the building.
- 5. Emergency Vehicles** – will need to gain access through Leicester Villas entrance. The gate must be opened for access and not blocked by vehicles. Glebe Villas entrance is not accessible to large vehicles and is not close to the Pavilion building.
- 6. All Clear** – once the all clear has been received, the EYFS Co-ordinator or teacher will instruct pupils to return to the building in an orderly manner.

FIRE MARSHALS

In the event of an evacuation, the Fire Marshals must:

- Conduct a sweep of a pre-designated area to ensure that all occupants have evacuated;
- Commence the sweep from the furthest point away from the fire exit so that they are moving towards a place of safety;
- Do a thorough check of the area assigned to them, ensuring that all occupants have evacuated. Checks on toilet areas should include a check on each individual cubicle;
- Make sure fire doors and classroom doors are shut;
- Not open a door if you suspect that there may be a fire beyond it. If in doubt check the door with the back of the hand;
- Not delay their own evacuation if they encounter somebody who refuses to leave;
- Brief the Head upon their arrival at the Assembly Point to confirm checks have been made and are satisfactory.

Areas of responsibility

Dominic Lawson	Lower level classrooms in rear courtyard, hall and kitchen (including toilet)
Helen Browning	Upper level classrooms in rear courtyard
Glenn Riley	Main building classrooms – 1 st and 2 nd floor
Caretakers	Main building classrooms – ground floor, girls' & boys' toilets

Fire Marshals must be visible to others and easily identified by the emergency services as they will require immediate information about the site. High visibility jackets have been provided for this purpose and must be worn in the event of hearing the alarm.

ROLES AND RESPONSIBILITIES CHART

Governing Body

(Compliance Governor)



Head of School

(Implementing Requirements and Ensuring Compliance)



Bursar

(Fire Risk Assessment, Evacuation Procedures, Equipment Testing & Compliance, Training of Staff and Record Keeping)



Fire Marshals

Mr Dominic Lawson, Mr Glenn Riley, Ms Jackie Sayers, Mr Chris Tero and Mrs Helen Browning (Mrs Joanne Burroughs when on site)



Alerting the Fire Brigade – dial 999

Main Site

1st – Mrs Charlie Moore

2nd – Mrs Natasha Everard

3rd – Mrs Lisa Hammond / Mrs Sarah Sherwood

Olympic Pavilion

1st – Miss Ciara Heath

2nd – Ms Lisa Miles



Registers, Sports Fixtures, Activities, Absence lists

Staff Register – Mrs Charlie Moore

School Registers/others – Lisa Hammond/Sarah Sherwood