

KINGSMEAD SCHOOL HOYLAKE TRUST LIMITED
Including Boarding and Early Years Foundation Stage

Fire Policy

Part 1: Policy Statement:

Kingsmead School will ensure, so far as is reasonably practicable, that the risk from fire will be managed in compliance with The Regulatory reform act 2005 The Management of Health and Safety at Work Regulations 1999, and other appropriate regulations.

Management of fire risks will be undertaken in such a way as to prevent injury or ill-health to employees, students, visitors, contractors and others who may be affected by the activities of the organisation.

The priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity 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 Kingsmead School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings or on the property.

Part 2: Fire Safety Procedure and Responsibilities

Fire Safety Manager

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

- the fire policy is kept under regular review by Governors and the SMT;
- the fire policy is promulgated to the entire school community;
- everyone in the school is given clear instructions on where they should go in the event of fire;
- procedures for emergency evacuation are regularly tested and lessons learnt;
- 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.

Induction of New Staff and Pupils

On induction all new staff (teaching and non-teaching) and all new pupils are given training. Training will include information on fire awareness, the school's emergency evacuation procedures, where the emergency exits and escape routes are located, and the location of assembly points. Fire action notices are displayed adjacent to all call points, and within all rooms and corridors. New staff will be given instruction in how to activate the fire alarms should they believe there to be a fire in their vicinity.

Summoning the Fire Brigade

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The School Office is manned between 8.00am and 5.15pm during weekdays throughout the year, in term-time and between 9.15am and 4pm during half terms and holidays apart from the Christmas and Easter closedowns. The master panels that show the location of all the alarm call points on the networked alarm system in the school buildings are physically located in the reception area of Watts House and by the main door to the Centenary Building. The School Office will be given advance warning of any planned fire drills. If the alarm goes off for any other reason, standing instructions are that the duty receptionist is to summon the Fire and Emergency Service at once.

Outside of those hours the premises are under the control of an automated fire alarm system (Custodian) which summons the fire brigade automatically if no response is received from the nominated key holders. Standing instructions to all staff is to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed, (unless warned of a planned fire practice).

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 fire procedure notice and 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 hear the alarm, leave the building by the nearest exit.*
- 3. The School Office or the duty Caretaker will summon the Emergency Services if the alarm sounds.*
- 4. Report anyone who is missing immediately to the staff at your assembly point so that the Fire Brigade can be informed. On no account should anyone return to any building until given permission by the Fire and Emergency Services.*
- 5. Remain at the assembly point until the all clear is given.*

They will be shown the way to the assembly point for contractors and visitors:

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc. a brief announcement is to be 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.

When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her to the refuge point and to wait for rescue by the Fire and Emergency Service. The teacher will ensure that the name of the disabled person and his or her carer, together with the location of their safe refuge point, are passed to the School Fire Safety Manager as soon as she reaches the assembly point. It is the responsibility of the School Fire Safety Manager to ensure that this information is passed as soon as possible to the Fire and Emergency Service.

Responsibilities

Teaching Staff

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Detailed fire evacuation procedures are available to all 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 check on the pupils from their register 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 School Fire Safety Manager, who is the Bursar.

On no account should anyone return to a burning building.

Fire Safety Manager

It is the responsibility of the School Fire Safety Manager to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

Responsibilities of Fire Marshals

All staff are 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 annually.

Fire Drills

A fire drill will be undertaken every term at Kingsmead School.

Fire Prevention Measures

Escape Routes and Emergency Exits

- Adequate Means of Escape is provided and maintained from every part of the premises.
 - Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
 - Fire extinguishers (of the appropriate type), smoke/heat detectors, and emergency lighting are located throughout the premises in accordance with the relevant British Standard. All items are maintained and tested in accordance with the relevant British Standard.
 - Automatic door closures that are activated by the fire alarms fitted to some doors in or leading onto escape routes are checked regularly.
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- The master panel for the alarm system, located in the front foyer and the Centenary Building, shows the location of a fire should one occur. It is fitted with an uninterrupted power supply (UPS).
 - It is the responsibility of all staff to ensure that fire routes and exits are clear at all times.
 - The Caretaker is responsible for unlocking all Means of Escape routes prior to occupation, when he removes bolts, padlocks and security devices from all emergency

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exits, checks that escape routes are not obstructed and that the emergency lights work, and for reporting defects.

- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Caretaker, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out or check the following.
 1. An annual service will be undertaken of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers and hoses.
 2. Records of all tests are kept in the Maintenance Department.
 3. Plans showing the location of fire hydrants, gas and electricity shut off points are displayed adjacent to the fire alarm panel at the entrance of each building

Electrical Safety

- The School maintains current electrical test certificates for all its buildings in accordance with the IEE regulations. The inspection will be undertaken by NICEIC qualified Electrical Engineers.
- All portable appliances are subjected to regular testing. Records of all tests are kept in the Caretaker's office.
- Standing orders are for the Caretakers to ensure that all Scientific and DT equipment is switched off at the end of the school day.
- All computers, projectors, printers and electronic whiteboards are switched off every evening and during holidays and weekends.

Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers to the relevant standard. Records of all tests are kept in the Maintenance Department.
- All kitchen equipment is to be switched off at the end of service.

Safe Storage

- All flammable materials used in teaching or maintenance are secured in purpose-made, flame-proof containers when not in use and at the end of every day.

Rubbish and Combustible Materials

Flammable rubbish is to be stored away from buildings in a secured rubbish compound.

- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.

Part 3: 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:

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- 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. Generic risk assessments are used for classrooms.

Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

Compiled	December 2010	T Evans
Reviewed	October 2011/November 2012 October 2014/October 2015	M G Gibbons
Approved	October 2014/October 2015 October 2016 October 2017	T J Turvey (Governor) Health & Safety Committee T J Turvey Governor
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