



FIRE SAFETY POLICY

This policy applies to the whole school including the EYFS

Reference:

- A: School's Policy Statement for Health, Safety and Environment.
- B: Fire Risk Assessment August 2016.
- C: Rookwood School Fire Logs.

Policy Statement

Rookwood School will ensure, so far as is reasonably practicable, that the risk from fire will be managed in compliance with the Regulatory Reform (Fire Safety) Order 2005, The Management of Health and Safety at Work Regulations 1999, and other appropriate regulations such as Ref A.

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

There are a number of other emergency situations, for example a major gas leak or bomb threat, which would require the school to be evacuated. In those circumstances, the fire drill routine will be followed.

All staff should be familiar with its contents, in order that they successfully ensure their own safety, and exercise their duty of care towards other members of staff, visitors and pupils. Line Managers will provide a copy of this policy to all new staff as part of their induction.

Aims/Objectives:

The aims of the Policy are:

- To ensure compliance with all relevant legislation.
- To ensure effective liaison with the local fire authority where appropriate.
- To undertake suitable and sufficient fire risk assessments of all premises and activities within premises.
- To identify and implement reasonably practicable control measures to control risks from fire.
- To conduct regular fire evacuation drills and testing of emergency equipment.
- To conduct regular fire safety inspections.

Responsibilities

Statutory duty holder

The Headteacher has overall ultimate responsibility for ensuring fire safety across Rookwood School.

Bursar

- The Bursar is the official Health & Safety officer for the school, so holds responsibility for the day-to-day management for fire safety on site.
- The Bursar co-ordinates and holds the budget for adequately servicing and maintaining fire safety equipment, such as fire alarm and emergency lighting systems, etc. Additional responsibility of ensuring a fire risk assessment is undertaken, with all recommendations actioned, demonstrating good management control processes are present on site.

Response Team

- The Response Team is responsible for co-ordination of emergency responses, ascertaining whether an alarm is spurious or an emergency situation exists, and liaison with the Local Area Fire Brigade and other emergency services. To avoid confusion only the Response Team, in the order listed below, should deal direct with any external agencies.
- Nominated personnel are:
 - Headteacher
 - Bursar
 - Caretaker / Maintenance Staff
- The HR and Facilities Manager will act as the liaison with any on site Emergency Service. In his absence it will be the Headteacher and then Caretaker.

It is not expected that a fire alarm in one department of the school requires the evacuation of other parts, hence the alarm systems are not all linked. However, the Response Team may decide that full evacuation is required and will contact the relevant departments to instigate a full evacuation.

Assembly Area Coordinators

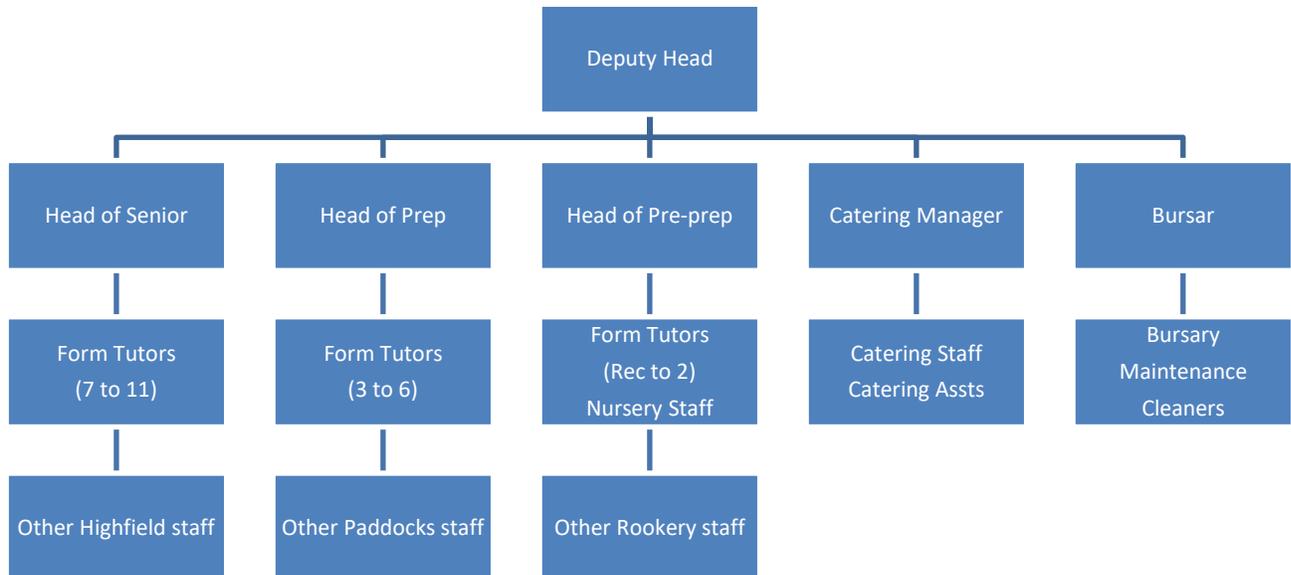
The Assembly Area Coordinators are responsible for mustering and accounting for all personnel on site in the event of an emergency situation which requires an evacuation of the school buildings, such as a fire. Once all personnel have been mustered, a report must be made to the Response Team, detailing any missing personnel and their likely locations, to enable the Local Area Fire Brigade to be fully briefed.

The Assembly Area coordinators are detailed as follows:

- Deputy Head
- Head of Senior
- Head of Prep
- Head of Pre-prep
- Catering Manager
- HR and Facilities Manager

The Assembly Area Reporting Tree is detailed below:

Assembly Area Reporting Tree



If an event takes place in isolation of the rest of the school then the appropriate Head of School will act as the overall coordinator.

All Teaching Staff

- Familiarise themselves with their floor layout including the emergency routes, fire exits, fire alarm call points and fire extinguishers.
- Supervise any evacuation on hearing the alarm in line with designated evacuation plans

Form Tutors

Take roll call at assembly area and inform relevant Assembly coordinator of any missing pupils.

Individual School's Office Staff

- Maintain staff, pupil and visitor registers at all times to ensure whereabouts of individuals. Check register and ensure all visitors evacuate the building

- Contact Fire Brigade as soon as a fire is reported in any part of the school and contact the main school office (if required).
- Individual School office to contact the main School Office Ext 211 or 210 and Bursary Exts: 201, 202, 216 or 217.
- On hearing alarm collect registers to be distributed to form tutors at assembly area.
- Call the HR and Facilities Manager mobile 07710 306129 and the Caretaker's mobile 07860 625102 if no contact on the landline.
- Report to Heads of respective schools.

Risk Assessments

- The Bursar is responsible for undertaking an overall Fire Risk Assessment for the school in conjunction with relevant staff. The Fire RA was last completed in April 2009.
- The Bursar is also responsible for undertaking any actions arising from the Risk Assessment.
- The Risk Assessment will be reviewed at least annually but also if a new building or extension is added or significant changes are made to existing structures.

Fire Safety Equipment

- The fire alarm systems are to be serviced and tested as per the requirements laid down in Ref C.
- There are fire extinguishers, fire blankets and smoke detectors situated at strategic points throughout the School. These appliances are serviced annually as arranged by the Bursary.
- Fire doors are to prevent fire spread and protect fire exit routes and stairwells. Under no circumstances must fire doors be propped open or accessed blocked.
- Fire awareness training will be arranged by the Bursar.

Means of Escape

- Notices are to be clearly displayed in every classroom and dormitory giving instructions on evacuation of buildings in the event of fire. Fire Exits will be signed.
- All staff should check to ensure that all doorways, corridors and fire exits in all areas of the School are kept clear at all times.
- Rubbish and inflammable materials are not to be stored in attic spaces, cupboards, stores or cellars.

- Emergency lighting will be provided and maintained for fire escape routes where the risk assessment shows that it is necessary.

Fire Alarm & Test Drills

- Fire drills are to be held in all areas of the School as per the requirements laid down in Ref C.
- A record of fire practices held is to be maintained separately in the allocated Fire Log for each individual area.
- All Fire Logs are to be returned to the Bursar at the end of each term for auditing.

Action in Case of a Fire

- In the event of a fire breaking out, any member of staff, pupil or visitor is empowered to activate the fire alarm using the call points situated throughout the School. These call points will activate the fire alarm sounders throughout the School, notifying all persons on site that an evacuation is necessary. The alarm may also be activated by the automatic heat and smoke detectors located throughout the School buildings. If you discover a fire:
 - Raise the alarm by breaking the glass of a call point.
 - Ensure the main school office and Bursary are notified immediately.
 - Call 999 stating the following:
 - The School's address – Weyhill Road, Andover, SP10 3AL
 - The exact location of the fire
- If you are competent to do so, and it is safe, use an extinguisher to extinguish the fire; personal safety is paramount and escape routes should always be kept clear.
- Never use lifts during an evacuation.
- Never re-enter any building until instructed to do so by an Assembly Area coordinator.

Evacuation

- It is school policy that staff and their pupils leave buildings, closing doors and windows, immediately and without delay on the outbreak of fire by the nearest available exit and head to the assembly area. A full roll call will be taken by the Form Tutors and details passed to the Fire Brigade as soon as they arrive on site.
- All possessions should be left behind.

- The assembly area is the main school playground for the whole School.
- Should these areas be considered to be too close to any incident then the assembly area will be the playing field.

Out of Hours

- Should an incident happen out of normal working hours, it is likely that the only nominated member of staff present on site will be the school Caretaker. Incident management would, in that circumstance, be coordinated by him. Personnel in the School buildings, such as members of staff working late or clubs hiring the facilities should evacuate the building and report to the playground once they are clear. Where practicable, or necessary, a member of the Response Team or senior member of staff may be called to attend the site in order to assist the Caretaker.
- Club leaders should keep a register of club attendees.
- Out of hours contact numbers are:
 - Caretaker's mobile: 07860 625102
 - Bursar 07973 875456

Events

- All events taking place within the School premises where non school staff or pupils attend should be preceded by an emergency procedures briefing, highlighting the action to be taken in the event of an evacuation being required.
- An example briefing is contained at Annex A.

Event Emergency Briefing Procedures

"Could we please draw your attention to the School's Fire Evacuation procedures:

The fire alarm is a loud continuous warbling siren. If the alarm is activated, please leave the room by the fire escape doors and walk calmly to the assembly point. Your assembly point is in the school playground.

Your nearest fire exits are.....

Do not come back into the building until instructed by the Fire authorities or myself.

Thank you for your attention."