



FIRE RISKS (PREVENTION) POLICY

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Part 1: Fire Safety

1.1 Introduction:

Our priority is to minimise the risk to life and to reduce any injury by maintaining the physical fire safety of the school. We will endeavour that staff, pupils and visitors do not add to the fire risk or impede the safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Moreton Hall Preparatory School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

1.2 Responsibilities:

- All staff are responsible for understanding and applying the Moreton Hall Preparatory School Fire Safety Procedures and Risk Assessment Policy.
- All staff are responsible for switching off their own computers, projectors, printers, electronic white-boards and any other electrical equipment every evening.

1.3 Role of the School Fire Safety Manager:

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

- Governors and the Senior Management Team keep the fire safety policy under regular review.
- 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 a fire.
- Records are kept of the fire induction training given to new staff and pupils.
- 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, including night practice evacuations from boarding accommodation. Records are kept in the school office.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept and arranged for:
 - Fire alarms tested weekly - Monday at 08.15
 - Monthly check of fire doors, automatic door closures and emergency lights
 - Three monthly professional ISO certified/BAFE approved contractor servicing fire alarms, smoke detectors and emergency lights
 - Fire extinguishers will be checked by a recognised specialist company on an annual basis
 - Fire signage to be kept updated and displayed correctly

1.4 Responsibilities of Fire Marshals:

There are three Fire Marshals; Charlie Thompson (teaching staff), Sophie Hunt (office), and Andrew Skinner (maintenance). 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.

1.5 Responsibilities of Teaching Staff:

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. Should the alarm sound when pupils are away from the classroom (ie on the playing fields) the Form Teacher should meet the pupils in the assembly area. The staff member supervising the children should escort the pupils to the assembly area and await the arrival of the form teacher. Any information about children not accounted for should be passed immediately to the Form Teacher and also to the Headmaster.

The Form Teacher is responsible for conducting a head count on arrival at the assembly point in front of the school 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 the senior person on duty. It is the responsibility of the Headmaster or the senior person on duty to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

EMERGENCY EVACUATION NOTICE

All new staff and pupils, all contractors and visitors 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 are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point IN FRONT OF THE SCHOOL.
3. If you are teaching a class ensure that all your pupils are accompanied to the assembly area. Leave all bags and belongings. Do not take anything, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. Collect your register at the ASSEMBLY POINT from the school secretary or other nominated administrative officer. (Registers are held in the School Office.)
5. The School Office will summon the Emergency Services if required after the school alarm sounds.
6. If a disabled person was in the building they should be escorted out by their carer and use of a special evacuation chair if applicable.
7. Take the register of the class as soon as you reach the assembly point.
8. Report anyone who is missing immediately to the Headmaster or senior member of staff on duty who will inform the Fire Brigade.
9. On no account should anyone return to any building until given permission by the Headmaster or Fire and Emergency Services.
10. Remain at the assembly point with your pupils until the all clear is given.
11. If asked to move from the assembly area, only do this if asked by the Headmaster or Fire Officer. Then move your class, in an orderly manner, to the area designated by the controlling officer.

Part 2: Fire Safety Procedures

2.1 Summoning the Fire Brigade

The School Office is manned between 07.00 and 17.00 during weekdays in term-time and between 07.00 and 13.00 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 front hall. The alarm panel for the Pre-Prep classroom block is located on the right hand wall when you enter Reception classroom. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the office staff are to check the panel during office hours to confirm that it is a fire and not a fault prior to summoning the Fire or Emergency services. Outside office hours, staff have standing instructions to summon the Fire and Emergency services at once.

2.2 Briefing new staff and pupils

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at Moreton Hall Preparatory School. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in corridors, and we make certain that 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 during their first term. 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.

2.3 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).

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 and procedures, as well as phone and camera procedures.

2.4 Disabled staff, pupils or visitors

We currently have no registered physically disabled pupils. If we accept a registered physically disabled pupil to Moreton Hall Preparatory School all teachers and carers of the new disabled pupil(s) will be trained on how to get them to the assembly point. We would also implement one to one fire safety induction for any new disabled pupil, their carer and for any new disabled members of staff. Their induction would take into account their specific needs of their disability.

On no account should anyone return to the building until authorised to do so by the Headmaster of the Senior Fire Officer.

2.5 Fire Practices

We hold one fire practice every term at Moreton Hall Preparatory School. We also practise a night-time evacuation of the boarding houses every term. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of a competent person in every building helps to ensure that the school can be safely evacuated in the event of a fire.

Part 3: Fire Prevention Measures

We have the following fire prevention measures in place at Moreton Hall Preparatory School:

3.1 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
- Fire 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 breaking a glass panel, and are automatically activated when smoke/heat builds up.
- All stairs and passages 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 Front Hall and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS)
- The master panel for the Pre-Prep classroom block is located on the right hand wall as you enter Reception classroom
- Alarms sound in all parts of the building
- Keeping fire routes and exits clear at all times; the Site Manager or the Headmaster is responsible for unlocking the buildings in the morning, when he removes bolts, padlocks and security devices from all emergency exits. He checks that escape routes are not obstructed.
- Testing all fire alarms weekly (and recording all tests and defects): this is the responsibility of the maintenance team and the Headmaster, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Checks on fire doors, automatic door closures and emergency lights
 - Checks on fire detection and warning equipment
 - Servicing of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems in line with current statutory requirements
 - Annual fire extinguisher servicing
- Records of all tests are kept in the School Office

3.2 Electrical Safety

- The school has current electrical test certificate 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
- Records of all tests are kept in the School Office
- The curriculum coordinators check that all Scientific and DT equipment is switched off at the end of the school day.
- All computers, projectors, printers and electronic whiteboards are turned off at the end of the day by the teaching staff responsible for that area
- The evening cook checks that all kitchen equipment is switched off at the end of the day

3.3 Lightning Protection

All lightning protection and earthing conforms to BS 6651-1999. A specialist contractor tests it annually. Records of all tests are kept in the School Office.

3.4 Gas Safety

- All gas appliances (kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the School Office
- All kitchen equipment is switched off at the end of service
- The laboratory is checked at the end of each day it is used to ensure that the central gas supply is turned off.

3.5 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.

3.6 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

Part 4: 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. The Site Manager or Headmaster is always on call when the school is let or hired for an outside function or event.

Part 5: 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 measure 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 as the basis for each classroom but where necessary specific risk assessments will apply; individual risk assessments are needed for corridors, stairs, kitchens, laboratories, workshops etc.