



## **Fire Risk Prevention Policy and Procedures**

Updated: 03-18  
Prepared by: JH/SCC

Next Review: 03-19  
Approved by: Governors

**This Policy applies throughout the School from the EYFS to Year 6.**

### **PART 1: FIRE SAFETY**

#### **Introduction**

Our priority is to ensure the safety of staff, pupils and anyone else legally on the School premises. We aim to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the School by 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 Risk Prevention Policy and Procedures at The Cavendish School, which are drawn up in compliance with the Regulatory Reform (Fire Safety) Order 2005, are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

#### **Role of the School Fire Safety Manager**

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

- The Fire Risk Prevention Policy and Procedures are kept under regular review by Governors and the SMT
- The Fire Risk Prevention Policy and Procedures are promulgated to the entire School community
- Everyone in the School (including visitors and contractors) is given clear written instructions on where they should go in the event of fire
- Records are kept of the fire induction training given to new staff and pupils
- Procedures and arrangements for emergency evacuation are regularly tested, lessons absorbed and practices changed in response
- Fire risk assessments are formally recorded and 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
- Records are kept of all fire practices
- Certificates for the installation and maintenance by competent persons of fire-fighting systems and equipment are kept

## **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
2. Leave the building by the nearest exit
3. If you are responsible for a class, make them leave quietly with you. No one should talk or run.
4. Make your way to the appropriate assembly point according to the following plan on the instructions of SMT:

### **Plan A**

- The usual whole school muster point is the playground.
  - If whole site evacuation is then instructed, evacuate via the Arlington Street gate and muster in Our Lady of Hal church on Arlington Street
  - Should it be necessary to move further away from the School, the muster point is Cecil Sharp House, 2 Regent's Park Road NW1 7AY

### **Plan B**

- If the route from St Mary's to the playground is obstructed, those in St Mary's should muster in the front courtyard, all others in the playground
  - If whole site evacuation is then instructed, those in St Mary's should leave via the Inverness Street Gate and those in the playground should leave via the Arlington Street gate. All should muster in Our Lady of Hal church on Arlington Street
  - Should it be necessary to move further away from the School, the muster point is Cecil Sharp House, 2 Regent's Park Road NW1 7AY

### **Plan C**

- If immediate whole site evacuation is required, leave by the Inverness Street gate or the Arlington Street gate as instructed by SMT and muster in Our Lady of Hal church on Arlington Street. Should it be necessary to move further away from the School, the muster point is Cecil Sharp House, 2 Regent's Park Road NW1 7AY
5. If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you. If registers have been returned to the School Office they will be brought to you
  6. The School Office will respond to the alarm monitoring service, responsible for summoning the fire and emergency services, if the alarm sounds
  7. If you have a disabled pupil in your class, you should assist them, together with their carer, to evacuate immediately with the rest of the School
  8. If you have a sleeping child in your EYFS class, you should wake them and help them to put on their shoes if necessary. If they appear disorientated, you may carry them out of the building along with the rest of the class, bearing in mind safe lifting techniques

9. Class teachers should take a head count of their class as soon as they reach the assembly point and take a register as soon as possible thereafter
10. On no account should anyone return to any building until given permission by the fire and emergency services
11. Remain at the assembly point with your pupils until the all clear is given

## **PART 2: FIRE SAFETY PROCEDURES**

### **Briefing new staff and pupils**

All new staff (teaching and non-teaching alike) and all new pupils, including EYFS pupils, are given a briefing on the School's emergency evacuation procedures on their first day at the School. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire Procedures are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what the notices 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 – including with a fire extinguisher - at the expense of their own, or anyone else's, safety.

### **Training**

We offer fire awareness INSET training, including competency in the use of fire extinguishers, to all staff. We also offer regular refresher training. No one should attempt to use a fire extinguisher before they have been trained in its use.

### **Fire-fighting appliances**

All new fire extinguishers are coloured red. They also usually have a panel or handle indicating the former British colour-coding. Fire extinguishers are maintained on behalf of the School by an ISO9001 certified/BAFE approved contractor.

<b>Panel Colour</b>	<b>Contents</b>	<b>For Use On:</b>	<b>Suitable Location</b>
Red	Water	Wood, paper, fabric (not electrical)	<ul style="list-style-type: none"><li>• Craft rooms</li><li>• Workshops</li><li>• Stages</li><li>• On escape routes (distance to the nearest extinguisher not more than 30m)</li></ul>
Black	CO <sub>2</sub>	Electrical equipment	<ul style="list-style-type: none"><li>• Electrical switch-rooms and places where live electrical equipment is present, e.g., stage lighting control areas and IT rooms</li><li>• Laboratories</li></ul>
Blue	Powder	Flammable liquids, petrol, electrical, wood	<ul style="list-style-type: none"><li>• Laboratories</li><li>• Food technology rooms</li><li>• Kitchens</li><li>• Vehicles</li><li>• Electrical switch-rooms and places where live electrical equipment is present, e.g.,</li></ul>

			stage lighting control areas and IT rooms
Cream	Foam	Oil and fat (not electrical)	<ul style="list-style-type: none"> <li>• Boiler rooms (oil fuelled)</li> <li>• Laboratories</li> <li>• Food technology rooms</li> <li>• Kitchens</li> </ul>

### **Summoning the fire and emergency services**

The School Office is manned between 08.00 and 18.30 during weekdays during term time and between 09.00 and 16.00 during half terms and holidays 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 just outside the Site Manager's Office. The School Office is always given advance warning of fire practices.

The School fire alarm is linked to an alarm monitoring service that is responsible for summoning the fire and emergency services. The monitoring service intervenes in the case of false alarms. The monitoring service is given prior warning of routine practices.

### **Visitors and contractors**

All visitors and contractors are required to register at the School Office 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). Visitors and contractors must sign out at the School Office when they leave.

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 that they should use in the event of the fire alarm sounding.

### **Lift**

In the event of a fire, the lift in St Mary's is automatically disabled. Do not attempt to use it.

### **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 or visitors. The School has an Evacuation of Persons with Disabilities Procedure.

### **Responsibilities of teaching 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 head count and taking a 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 Bursar. It is the responsibility of the Bursar to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

On no account should anyone return to a burning building.

## **Responsibilities of fire wardens**

We have at least one trained fire warden in every building. All fire wardens are 'competent persons' who have been trained to provide safety assistance in the event of a fire. Fire wardens receive regular refresher training.

## **Fire practices**

We hold a minimum of one fire practice every term at the School. This, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained fire wardens in every building, helps to ensure that the School can be safely evacuated in the event of a fire.

## **Fire prevention measures**

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

### **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
- Fires extinguishers (of the appropriate type) and 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, passages and emergency exits are illuminated by emergency lighting
- The master panel for the alarm system is located just outside the Site Manager's Office and shows the location of a fire
- Alarms sound in all parts of the building and in the playground
- Fire routes and exits kept clear at all times. The Site Manager is responsible for unlocking the buildings in the morning, when he removes bolts, padlocks and security devices from all emergency exits and checks that escape routes are not obstructed
- All fire alarms are tested weekly (and all tests and defects recorded). This is the responsibility of the Site Manager. The Bursar's office also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
  - Six monthly professional check on fire detection and warning equipment
  - An annual service of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers
- Records of all tests are kept in the Fire Safety file
- Plans showing the location of fire hydrants, gas and electricity shut off points are displayed in the Bursar's office

### **2. 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.
- Regular portable appliance testing takes place once per year

- Records of all tests are kept in the Bursar's office
- The relevant teachers check that all scientific equipment is switched off at the end of the School day
- The Catering Manager checks that all kitchen equipment is switched off at the end of the School day
- Privately owned electrical appliances (including mobile phone chargers) are not permitted to be used on School premises unless confirmed as electrically safe. Staff should charge mobile phones using the USB sockets in the Staff Room. Parents should be requested to co-operate with the School in the inspection and testing of electrical equipment which pupils bring to the School

### **3. Lightning protection**

- All lightning protection and earthing conforms to BS 6651-1999. It is tested annually by a specialist contractor. Records of all tests are kept in the Bursar's office

### **4. 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

### **5. Safe storage**

- We ensure that flammable materials used in teaching or maintenance are stored away from sources of heat

### **6. Rubbish and combustible materials**

- Flammable rubbish is stored away from buildings
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored away from sources of heat.

## **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:

- 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; but individual ones are needed for corridors, stairs, kitchens, etc.

The School has a professional fire risk assessment which is updated every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of the School's fire risk assessments are available from the Bursar for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome.

### **Monitoring and evaluation of policy**

This policy is reviewed regularly by the Health and Safety Committee, the SMT and the Governors.

### **Linked Policies**

- Health and Safety Policy
- Evacuation of Persons with Disabilities Procedure
- Safeguarding and Child Protection Policy
- First Aid Policy
- Risk Assessment Policy
- Supervision of Pupils Policy
- Crisis Management Policy
- Premises and Accommodation Policy
- Visitors and Visiting Speakers Policy

## **APPENDIX**

### **FIRE EMERGENCY EVACUATION PROCEDURE**

#### **Purpose**

The purpose of the fire emergency evacuation procedure is:

- To ensure that all people in the premises know what to do if there is a fire
- To ensure that the premises can be safely evacuated

If there is a fire, the fire alarm will activate and sound throughout the building as a siren or continuous bell.

#### **If you discover a fire**

- Raise the alarm by operating a break-glass fire alarm call point. These are located on an evacuation route and usually next to a fire exit

#### **When you hear the alarm**

- Staff should direct pupils in an orderly fashion using the nearest exit route
- Fire exit routes are clearly marked throughout the building
- Staff should close doors and windows
- Staff should only attempt to fight a small fire if this can be done without risk to those involved

#### **Fire warden**

- Fire wardens are nominated by the School and briefed on their specific duties
- They carry out a sweep of their designated area of the building, take the relevant sweep notice and give it to the Bursar to indicate that there is no-one left inside the building

#### **Assembly Points**

##### **Plan A**

- The usual whole school muster point is the playground
  - If whole site evacuation is then instructed, evacuate via the Arlington Street gate and muster in Our Lady of Hal church on Arlington Street
  - Should it be necessary to move further away from the School, the muster point is Cecil Sharp House, 2 Regent's Park Road NW1 7AY

## **Plan B**

- If the route from St Mary's to the playground is obstructed, those in St Mary's should muster in the front courtyard, all others in the playground
  - If whole site evacuation is then instructed, those in St Mary's should leave via the Inverness Street Gate and those in the playground should leave via the Arlington Street gate. All should muster in Our Lady of Hal church on Arlington Street
  - Should it be necessary to move further away from the School, the muster point is Cecil Sharp House, 2 Regent's Park Road NW1 7AY

## **Plan C**

- If immediate whole site evacuation is required, leave by the Inverness Street gate or the Arlington Street gate as instructed by SMT and muster in Our Lady of Hal church on Arlington Street. Should it be necessary to move further away from the School, the muster point is Cecil Sharp House, 2 Regent's Park Road NW1 7AY

## **Safe Evacuation of people especially at risk**

- Personal Emergency Evacuation Plans (PEEPs) are prepared for individual staff, pupils or visitors who need special arrangements to evacuate in accordance with our Procedures for Evacuation of People with Disabilities
- Visitors and contractors are made aware of the emergency evacuation procedures

## **Isolation Processes for power supplies/machinery/processes**

- Kitchen staff must isolate gas supplies and turn off all cooking equipment
- Art room staff must turn off all heat producing equipment such as the kiln

## **Liaison with the Fire Brigade**

- The Bursar, or in her absence the School Office staff, will call the fire brigade
- The Site Manager (with the Bursar as his deputy) will meet the fire brigade and provide them with site assistance, including identification of any suspected missing persons

This Procedure is reviewed annually or if there is a significant event.