AMDG

DONHEAD PREPARATORY SCHOOL

Fire Risk Policy

Introduction

Responsibility for fire safety is shared between the Governing Body and the Headteacher. Between them they ensure that fire precautions comply with all relevant health and safety legislation, including regulation 17 of the Education (School Premises) Regulations 1999. This requires that every part of the school building, and of the land provided for the school, shall be such that the safe escape of the occupants in case of fire is reasonably assured. This responsibility also includes the installation and maintenance of fire alarm systems and the structural fire integrity of the buildings.

Fire Safety Management

The main duties regarding fire safety management are to:

- make hazard and risk assessments;
- be responsible for fire safety training;
- produce an emergency plan and put up fire notices;
- conduct fire drills;
- check the adequacy of fire fighting apparatus and its maintenance;
- consult with and implement recommendations of the local fire brigade;
- The Bursar and Site Manager conduct fire safety inspections, every term;
- make more frequent informal checks to confirm that the fire safety rules are being followed;
- ensure fire escape routes and fire exit doors/passageways are unobstructed and doors operate correctly;
- check that fire detection and protection systems are maintained and tested and records kept;
- ensure close-down procedures are followed;
- The Bursar will include fire safety in the regular health and safety reports to the governing body.

Close-down procedure checklist

The following close-down checks should be carried out daily:

- all flammable materials are locked away;
- all valuable equipment is secured;
- no cash is left unsecured overnight;
- all rubbish/waste has been removed from the building and placed in secure storage;
- everyone has vacated the premises and all rooms, especially toilets, have been checked for anyone hiding;
- the external lighting is working correctly;
- all windows are shut and locked if possible;
- all internal doors are closed (to prevent the spread of fire);
- the intruder alarm and fire alarm systems have been correctly set;

- all the external doors have been secured;
- gates in the perimeter fences are locked.

Security

The large number of fires begun deliberately underlines the importance of maintaining general security measures. The aim should be to deny the fire-raiser easy access to the school and to sources of fuel, such as waste bins. The addition of CCTV covering the perimeter of the school site has added an additional layer of security.

Emergency Plan and Fire Notices

Class teachers/Specialist staff are responsible for ensuring that Fire Action notices are posted in all rooms in the school. These inform the occupants of:

- how to raise the alarm if they discover a fire;
- the action to be taken on hearing the alarm;
- the escape routes to their assembly point;
- the location of their assembly point.

All fire doors, smoke control doors and designated fire exit routes are identified by means of signs complying with the Health and Safety (Safety, Signs and Signals) Regulations.

Electrical fire safety

- Computers and other equipment can impose heavy demands on the school electrical system. Wiring, plugs and sockets that are overloaded or in poor condition are a fire hazard. Electrical equipment should be switched off when not in use unless it is designed to be permanently connected.
- A blown fuse should only be replaced after the cause of its failure has been discovered. It should always be replaced with a fuse of the correct rating and never with a fuse of a higher rating or a makeshift fuse from a length of wire.
- Testing and inspection of electrical circuits and portable equipment is carried out annually.
- Flammable material should not be kept in electrical switch rooms and boilerhouses and care should be taken to ensure that any materials stored in switch rooms do not obstruct access to the switchgear. All combustibles should be kept well clear of electrical equipment and switchgear.

Potential high-risk areas

a. Teaching areas

Particular risk areas are: drama storage; design technology; art.

b. Non-teaching areas

These include the kitchen, offices, boiler houses, most storage areas and electrical switchrooms. The kitchen and boilerhouses have a higher than normal fire risk and attention must be paid to the fire precautions. All storage areas should be kept clean and tidy. Attention should be paid to the Site Manager's stores, PE stores for foam mats, waste storage areas and similar places where flammable material can accumulate.

c. Displays

The following principles should be followed:

- do not put displays down stairways which are part of a designated fire escape route;
- in the corridors, display material should be kept away from curtains, doors and heat sources, so that fire cannot easily spread to the building fabric;
- try to keep down the total area used for displays in any one area;
- keep displays away from exits;
- keep displays away from ceiling voids which lack fire barriers.

Displays must not obstruct escape routes or obscure fire notices, fire alarm call points, fire fighting equipment, emergency exit signs or lights. Hanging displays can trigger intruder alarms at night, resulting in false alarms.

d. Furniture and furnishings

- The selection of upholstered furniture and soft furnishings should take into account their fire resistance. Any upholstered furniture offered as a gift should be similarly checked.
- Curtains should be checked for manufacture labels which indicate that they are either made from inherently fire-retardant fabrics or that they have been chemically treated to achieve fire retardance.
- Gymnasium mats and crash pads with cellular foam fillings are a particular hazard if they become involved in a fire, as they may burn fiercely and generate dense toxic smoke.
- The layout of loose furniture should not obstruct escape routes and should take account of the needs of the occupants such as wheelchair users or others who require assistance with mobility.

e. Flammable liquids and chemicals

- The storage of flammable liquids should be strictly monitored, with the amounts of flammable liquids and chemicals stored inside the school kept to the minimum necessary for day-to-day use. Chemicals must be stored in locked areas.
- Staff should know how to deal with spills, and there must be no source of ignition present where dangerous concentrations of vapour might be expected.
- Petroleum spirit is subject to separate legislation which permits the storage of up to 14 litres of gasoline for lawnmowers, etc, in the Site Manager's store. These should be located away from places of assembly. They should be half hour fire rated, well ventilated and kept locked.

f. Waste Handling

Waste should not be allowed to accumulate and should never be stored in school overnight. At the end of each day it should be gathered up and taken to the secure, external waste storage area.

g. Community Use

- As well as providing extra curricular activities for the pupils, the school allows local groups to use the facilities for evening or weekend use.
- If only those areas actually in use are opened, careful consideration should be given to escape routes. One of the users should always be aware of the fire drill and the means of escape from the building.

h. Smoking

Donhead operates a strict No Smoking policy.

i. Building Contractors

Building contractors working in schools can significantly increase the risk of fire and may cause obstruction to escape routes. These risks should be anticipated by discussing with the contractor how the work is intended to be carried out. Similarly, arrangements for the proper storage of combustible materials, flammable liquids, gases and the siting of skips can be agreed before the contractor comes on site. Arrangements should be made to monitor escape routes and to prevent obstruction. Where such obstruction is essential to the work activity, satisfactory alternative arrangements should be made for the safe evacuation of all occupants in an emergency.

Training

Every pupil and staff member should receive training in:

- general fire prevention;
- action to be taken if they discover a fire;
- how to raise the alarm;
- action to be taken on hearing the alarm;
- location of escape routes and assembly points;
- evacuation and roll call procedures.

Members of staff should also be given instructions in:

- the operation of the fire alarm control panel(s);
- how to call the fire brigade;
- the location of firefighting equipment;
- the use of firefighting equipment;
- the arrangements for safe evacuation of physically disabled staff or pupils, and pupils with Special Educational Needs. (Personal Evacuation Plans – See Appendices)

It is not necessary for all staff to receive the above training but a sufficient number who have been trained should always be present when the school is occupied. All staff should know what hazards the fire extinguishers are provided to cover and the dangers of using the wrong type in areas of special risk, such as on fat fires in kitchens and on electrical or chemical fires.

The school operates an access control system which requires members of the public to sign in and out of the premises thereby enabling staff to check that they are all out of the building in the event of a fire.

Evacuation procedures

Fire drills are held each half term. These should be based on the assumption that one or more of the fire escape routes is affected by fire and cannot be used. The Fire Marshals ask all staff for feedback on every drill, noting lessons to be learnt and the areas where improvements can be made. Details of fire drills are kept in a logbook and held in the school office. These include: date; duration; full evacuation of all visitors check; the results.

Fire Fighting

Members of staff should only consider fighting a fire after they have seen to the evacuation of the pupils in their charge and raised the alarm. They must inform other members of staff of their intention to fight the fire and they must be certain that their actions will not place themselves or others in danger. If they are in the slightest doubt, then they must evacuate the building along with their pupils.

Fire Evacuation

a. Instructions to Children

1. Go at once to the place of assembly.
2. Everyone to move in silence.
3. No-one should stop to collect personal possessions.
4. Everyone must move in single file and should not attempt to pass others.
5. On arrival at the place of assembly, stand in class groups in silence.
6. Wait for the roll to be taken.
7. Wait for the all-clear signal to be given before returning to the buildings.

b. Instructions to Staff

1. In the event of fire, it is the first duty of all concerned to prevent injury or loss of life.
2. For this purpose, you should ensure you are familiar with all the means of escape in case of fire. Since there may be an opportunity, in the event of fire, for you to attack it with the nearest fire extinguisher, you should also be familiar with how to use them.
3. If you discover a fire, or one is reported to you, you should SOUND THE ALARM.
4. Immediately after the fire alarm is sounded, you should:
    - see that any doors immediately surrounding the fire situation are closed.
    - escort the persons in your charge, in accordance with the fire drill procedure, to the assembly point ensuring that all doors through which you pass are closed after you (if there is anyone on site who is not here as the norm (i.e., visitors) please take them with you).
    - when arriving at the assembly point, you should keep all those in your charge silent while the roll is checked. The School Office will ensure delivery of class registers to the assembly point
5. The Site Manager & Headteacher will investigate the cause of the fire alarm and the alarm system automatically contacts the Fire Brigade.

Staircases

1 Main staircase
2 Back staircase
3 Nicholas Owen staircase
4 Staircase by lift shaft
5 Staircase by Music Room
6 Rear exit from basement leading to refuse area
7 Staircase to Minibus Car Park
8 Auditorium Gantry
9 Auditorium steps (seating)
10 Art Room staircase

Exit Doors

A: Pedestrian Door from bottom of lift shaft
B: Back Door from Refectory into Yard
C: GF7 Classroom Patio Door
D: GF8 Classroom Patio Door
E: GF9 Classroom Patio Door
F: GF10 Classroom Patio Door
G: Nicholas Owen Building Main Door
H: Fire Door to Minibus Car Park
I: Nicholas Owen Building Secondary Door
J: St Ignatius Door K: Fire Door from Staff Room
L: Berchmans' Building Classroom Doors
M: Rear exit from basement N: Main entrance door to school
O: Blue Gym doors P: Art Room Patio Door

Room	Primary Staircase	Primary Exit	Secondary Staircase	Secondary Exit
RB1	n/a	L	n/a	n/a
RB3	n/a	L	n/a	n/a
RB2	n/a	L	n/a	n/a
GF7	n/a	C	n/a	G
GF8	n/a	D	n/a	G
GF6	n/a	P	n/a	G
GF9	n/a	F	n/a	G
FF5	4	A	7	H
GF10	n/a	F	n/a	G
FF11	3	G	2	H
FF10	3	G	2	H
FF12	3	G	2	H
FF9	2	H	3	G
FF2	5	J	4	A
GF4	n/a	G	n/a	K
GF5	n/a	G	n/a	K
FF8	2	H	3	G
FF7	2	H	3	G
GF6	n/a	P	n/a	G
FF15	10	P	3	G
FF16	3	G	4	A
Auditorium Gantry	8	A	9	G
Basement Music Rooms	6	M	7	H
Caretaker's Room	6	M	7	H
New classroom by lift FF4	4	A	5	J
FF14	3	G	1	H
GF3	n/a	B	n/a	H
Bursar's Office	2	H	3	G
First Floor Offices	2	H	3	G
GF1	n/a	O	n/a	J
Headteacher's Office and PA	n/a	G	n/a	K
FF3	5	J	4	A
FF1	5	J	4	A
GF2	n/a	A	n/a	B
Staffroom	n/a	K	n/a	G
Kitchen Store	n/a	A	n/a	B
Refectory	n/a	B	n/a	H
Games Office	n/a	A	n/a	B

c. Fire Evacuation

1. The Headteacher (or Deputy in her absence) will take charge of pupils and staff at the assembly point and the School Office will undertake a head count/register to check to ensure that everyone has been evacuated.
2. The Site Manager will take responsibility for identifying the cause of the evacuation. The Fire Brigade are called automatically if the alarm sounds.
3. The Site Manager will unlock the gate to the playground, if necessary, to allow access for evacuated pupils and staff.
4. Fire Marshalls will check all areas of the school.
5. The Site Manager will ensure that the building is not re-entered until all clear is given.
6. The point of assembly in the case of evacuation will be the lawn. The secondary location will be the rear playground.
7. The alarm consists of a two-tone siren sounder to indicate that the premises need to be evacuated.
8. All staff must ensure they are aware of the evacuation alarm sound, the exit procedures and the point of assembly. Members of staff need also to note the location of the alarm activation points and of firefighting equipment.
9. Fire drills will be undertaken every half term. The first Michaelmas Term drill will be held within the first week of term to familiarise new pupils and staff with procedures.
10. All fire routes must be kept clear at all times to facilitate exit procedures.
11. Fire appliances are serviced annually.
12. Fire alarm system is tested half termly and serviced annually.

d. Fire alarm system management at fire drills when alarm triggered through fire drills or inadvertent triggering

1. Go to alarm box in staff room behind door
2. Press 'silence' button
3. Check the call point that has triggered the alarm point
4. Remove cover and insert call point key from bottom firmly up to disconnect
5. Press tight together bottom part of call point to ensure it clicks back into place
6. Check back to alarm box to see it is correctly set
7. If in doubt, call Banham 020 76220 5151
8. Responsibilities
    - Eric Reid: to follow the above procedure.
    - Barry Frost first, and in his absence, Shaun Anglim: to follow the above procedure in Eric's absence.

e. Fire Marshall Responsibilities:

- Lorraine Thompson: Checks the kitchen and the Refectory and distributes and collects class registers.
- Fatima Tavares: Checks the gym, boys' toilets by gym, PE office and take staff and visitors register and reports back to the Headteacher when all are checked off.
- Olivia Rodrigues: Checks music room, FF2, ICT Room and FF4.
- Maria Negkaki: Checks RB1, RB2, RB3 and toilets.
- Amelia Murtagh: Checks Finance office, FF8, FF9, FF10, FF11, FF12, art room gallery, sacristy & upper toilets.
- Simon Savyell: Checks Art Room, boy's toilets by GF7, GF8, GF9, GF10
  Check KB, and assists if she is upstairs.
- Ali Chamberlain: Covers for Olivia Rodrigues on Thursdays.
- Eun Kang: Checks FF5, FF6, FF7 and covers Olivia and Amelia Fridays.
- Celeste Franklin: Checks Asst Head Office, staff toilets, GF4, Staff Room, Headteacher, Headteacher EA & GF5.

ALL FIRE MARSHALLS ARE AUTHORISED TO USE FIRE EXTINGUISHERS IF APPROPRIATE.

e. Means of Escape

A satisfactory means of escape should allow staff and pupils to turn their backs on the fire and move quickly to a place of safety. Escape routes should be short enough to allow all occupants to escape in two or three minutes. Escape from any part of a building will be by one or two alternative routes, each leading to a final exit. Escape routes

are inspected regularly to check they are not obstructed and that fire exit doors are unlocked. Any defects should be reported and remedied at the earliest opportunity.

Fire Fighting Equipment

An annual check of all fire fighting equipment is carried out by Jackson Fire.

a. Fire Extinguishers

Extinguishers are provided to deal with three types of fires that occur in schools.

- Class A fires involve ordinary combustible materials such as wood, paper and textiles. Water extinguishers are suitable for these fires.
- Class B fires involve flammable liquids such as oils, solvents used in science, and cooking fat. Foam, dry powder or carbon dioxide may be used on these fires.
- Electrical equipment fires; dry powder or carbon dioxide can be used on these.

b. Fire Blankets

The kitchen area is equipped with a fire blanket. This can be used to smother small fires involving cooking fat and other flammable liquids. The Fire Blanket can also be used in dealing with people whose clothes are alight. They should be wrapped and rolled in the blanket.

c. Ansul Systems

The kitchen has an ansul system for dispersing water over the hobs if there was a fire. This is checked by an external contractor twice a year.

Fire fighting apparatus should be located so that it is:

- conspicuous;
- accessible when needed. If mounted on brackets, its weight should be taken into account in determining the height of the extinguisher above floor level;
- protected from accidental damage.

Fire Detection and Alarm Systems

a. Automatic Detectors

When the school is in session every pupil and member of staff may be regarded as an independent, mobile fire detection system. Most of the premises are in 'wakeful occupancy'. A fire in an area of an occupied building, even one started deliberately, would usually soon be discovered, the alarm raised and the premises evacuated. It follows that automatic fire detection is of greatest value in unoccupied buildings or high-risk areas such as boiler rooms and kitchens and that its prime purpose is the protection of property rather than the prevention of loss of life. Smoke and heat detectors are installed throughout the school and are subject to an annual check.

b. Fire Alarm Sounders

The alarm can be heard clearly throughout the school and continues to operate until the building is evacuated. It is instantly recognisable and different from every other audible or visible signal used by the school.

c. The Control Panel

A list of zones is positioned next to the fire alarm panel.

d. Maintenance and Testing

- A half termly test by the Site Manager is undertaken and includes:
  - with the electricity mains supply switched off, a manual call point or smoke detector is operated to test the system. Each week a different call point or detector is selected;
  - check that the sounders operate and then reset the system;
  - completion of the fire logbook with details of the date, time and trigger device tested. Any defects are entered in the 'Action Required' and reported to the Headteacher;
- Annual maintenance and testing is carried out by qualified engineers.

e. Emergency Lighting

The purpose of emergency lighting is to provide sufficient illumination in the event of a failure of the normal electric lighting, so that a building can be evacuated quickly and safely, and to ensure that processes and machinery can be safely closed down. Emergency lighting is provided in area not lit by daylight and will sufficiently illuminate the escape routes from the building together with the fire alarm call points, the fire fighting equipment, exit signs and any permanent hazards along the escape routes, such as changes of direction or stairs. The emergency lighting is checked annually.

f. Fire Doors

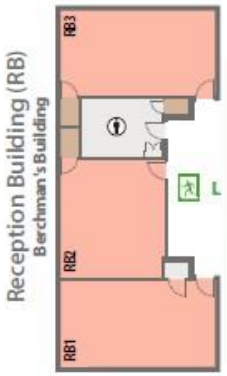
Several doors in the school are equipped with automatic closing systems that operate immediately when an alarm is sounded.

Recovery Plan from a Major Fire

- **Security:** A major fire will throw out alarm systems and affect the physical integrity of the buildings. The school site will immediately be made secure.
- **Salvage:** If salvage is necessary work it will be started promptly.
- **Accommodation:** Temporary accommodation will be made available should classrooms have to be taken out of use. Should the school be closed immediately after a large fire, parents will be informed via the Clarion Call System. Should the fire occur during the day, leaving children whose parents are at work, arrangements will be made to house the children in the Parish Hall until they can be collected by their parents.
- **Meals:** If the kitchens are taken out of use, parents will be requested to send their children to school with a packed lunch.
- **Services:** Water and power supplies to the remaining part of the school may be affected. Full checks will take place before the school reopens.
- **Records:** All admissions and registration records are backed up in our secure cloud system.
- **Construction Work:** The Headteacher is responsible for the co-ordination of any reconstruction work.
- **Insurance:** The Headteacher is responsible for informing and liaising with the loss adjustor and insurance company.
- **Contact List:** A list of emergency contacts is kept by the EA to the Headteacher off site.

Out of Hours

For out of hours' fire alarms, we are linked directly to the Fire Brigade.



ASSEMBLY POINT

Astro Lawn

Library

BEST WAYFINDING

SCHOLA BEATAE VIRGINIS MARIAE
IHS
SEMPER MAGIS
DONHEAD

DONHEAD
PREPARATORY SCHOOL

- FF15 Art Room/Kitchen
- FF16 Auditorium
- FF13-14 Chapel & Sacristy
- Classrooms
- FF3 ICT
- Library
- FF1 Music
- Offices/ Staffrooms
- Refectory/Gym
- Stores/Plant

- Boy's Toilets
- Staff Toilet
- Accesible Toilet (Unisex)
- Lift
- Medical Room
- Fire Exits