Fire Risk Prevention Policy

(Including Early Years Foundation Stage)

Introduction

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school through the use of fire prevention and warning systems 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, procedures and risk assessments at The Granville School 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 is kept under regular review by Governors and the SLT.
- The Fire Risk Prevention Policy is known 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 fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- 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.

Emergency Evacuation Notice

All new staff and pupils are shown the following notice:

1. If you discover a fire, find the nearest alarm point, FIRMLY PRESS break the glass on the alarm point to set off the alarm. Leave the building by the nearest exit.
2. Pressing the break glass at an alarm point in any of the buildings will trigger the fire alarm across the entire site.
3. Staff, pupils and visitors in the Evans Lodge building shall assemble in the early year's playground outside Evans Lodge. If the fire is in the Evans Lodge building, then staff, pupils and visitors should assemble in the Sports' Field with the rest of the School.
4. The Fire Marshall for Evans Lodge shall complete the head count for Pre-School and any other class and call in a confirmation that all are accounted for to the Head on 07900 800575 or the Bursar on 07976 870507. Until this confirmation call is received the Fire Evacuation will not be ended.
5. Staff, pupils and visitors accommodated in the Ena Makin Building shall assemble in the Sports' Field.

6. For any pupils and staff in the ICT Suite or the Junior library in the Ena Makin building, the Assembly point is on the Sports' field.
7. For any pupils and staff in the Maureen Froggatt building, the Assembly point is on the Sports' field.
8. For any pupils and staff in the Gate House, the Assembly point is on the Sports' field.
9. For any staff in the Workshop Garage, the Assembly point is on the Sports' field.
10. For staff and pupils up at Forest School in the woods, the Assembly point is on the Sports Field.
11. Staff, pupils and visitors accommodated in the Main Building, the dining hall, the staff kitchen, the Music Studio, the Great Hall and Offices shall assemble in the Sports' Field
12. If you are responsible for a class, in a calm and reassuring manner, make them leave quietly with you. No one should stop to talk, play or run. Make your way to your relevant assembly point on the school field which is the Assembly point for everyone EXCEPT children, staff and their visitors in the Evans Lodge (EYFS).
13. All Staff and pupils assembling on the Sports' Field should form an orderly line at the far end of the field that borders Bradbourne Park Road, facing the Main House.
14. All Staff who assemble in the Sport's Field and who are NOT involved in the head count and registration of pupils at that muster point, MUST form an orderly line as well so that they too can be accounted for in an efficient manner. These staff MUST NOT gather next to the Main House.
15. When you leave the building, do not take anything with you and do not allow the pupils to take anything.
16. The Site Manager or Bursar will summon the Emergency Services if the alarm sounds.
17. If appropriate and safe to do, you may call 999 yourself if you deem it necessary.
18. If you have a disabled pupil in your class, you should assist him or her out of the building, in accordance with the pupil's Personal Emergency Evacuation Plan (PEEP).
19. Take the register of your class as soon as you reach the assembly point. When you are 100% confident that all children are present, please raise your hand until you have been acknowledged.
20. Report anyone who is waiting to be evacuated or is missing immediately to the Bursar (or designate) who will inform the Fire Brigade. *On no account should anyone return to any building until given permission by the Fire and Emergency Services.*
21. Remain at the assembly point with your pupils until the all-clear to return is given by a member of the Senior Leadership Team.

FIRE SAFETY PROCEDURES

Briefing New Staff and Pupils

All our new staff and all new pupils are given a briefing on the school's emergency evacuation procedures when they start at The Granville School. We show them where the emergency exits, escape routes and assembly points are. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain 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 deliver annual training on fire awareness at INSET training. No one is expected to use a fire extinguisher unless he or she has been trained in its use.

Summoning the Fire Brigade

The School Office is staffed between 8am and 5.00pm during weekdays in term-time. The master panel in each building shows the location of the alarm call points. If the alarm goes off, the staff have standing instructions to summon the Fire and Emergency Service at once.

The Site Manager is on call 24 hours a day, 7 days a week, 365 days a year, including public holidays. He has standing instructions 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). When he is on annual leave or unobtainable, the Bursar or Headmistress are contacted by the monitoring company.

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. Visitors shall be informed if there is going to be a fire alarm sound test during the day and at what time.

They are made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point, and advised that where the alarm is heard outside the time of an alarm sound test or at the time of the test the alarm sounding exceeds 5 seconds, they must respond to the evacuation procedure.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions or events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. They shall also be advised of any planned alarm sound test to be carried out that day.

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.

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 taking the register of your class as soon as you reach 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 Marshals

Our Policy requires that there should be at least one Fire Marshal in each building. Fire Marshals have their training certification updated regularly as required. Where a Fire Marshal is not in their regular location, they should assist in evacuating any building nearby, prior to proceeding to the assembly point.

Fire Practices

We hold one fire practice every term at The Granville School. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals 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 Granville School:

Escape Routes and Emergency Exits

- There are sufficient fire escape routes from all buildings, in line with the fire risk assessments.
- Fire notices and evacuation signs are displayed in key areas around the school, including classrooms.
- Fires extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. The smoke/heat detectors are automatically activated when smoke or abnormal heat is specific zones build up.
- Fire break glasses are located in key areas (near exits). These can be manually activated by breaking the glass panel, which in turn activates the fire alarm. All stairs, passages and emergency exits are illuminated by emergency lighting in all buildings, apart from the Main Building, where lights are being retrofitted.
- Automatic door closures that are activated by the fire alarms are fitted in two locations: on the first floor of the Main Building and in the corridor behind the dining hall/staff room. There is a master panel for the alarm system, serving the Main Building and the Evans Lodge.

- The other buildings are served by individual panels, located in each building. A light/sounder indicator that links with these buildings can be found on the wall in the main office.
- All fire panels will indicate the location of the fire.
- Alarms sound in all parts of the building.
- Fire routes and exits must be 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, checks that escape routes are not obstructed and that any emergency lighting works, and for reporting defects.
- Fire alarms are tested weekly at 11:00 every Tuesday, with all tests and any defects recorded. This is the responsibility of the Site Manager, who also arranges for a **BAFE SP203-1 registered, UKAS-accredited contractor** to carry out six-monthly inspections and servicing of the fire detection and alarm system in accordance with the relevant British Standards.
- An annual service of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers and hoses is carried out.
- Records of all tests are kept in the Bursar's/Site Manager's office.

Electrical Safety

- The School holds current Electrical Installation Condition Reports (EICRs) for all its buildings. Inspections and testing are carried out by a **competent NICEIC Approved Contractor**, who inspects and maintains the School's electrical installations in accordance with the relevant British Standards.
- Regular portable appliance testing takes place. The Site Manager has been trained in this role.
- Records of all tests are kept in the Bursar's/Site Manager's office.
- All computers, projectors, printers, and electronic whiteboards should be turned off each evening.

Lightning Protection

- The School's lightning protection and earthing systems comply with the **BS EN IEC 62305** series of standards for lightning protection. They are inspected and tested annually by a competent specialist contractor, and records of all inspections and tests are retained in the Bursar's Office.

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.
- The gas valve to the laboratory is permanently switched off. As and when the gas is needed, the Site Manager will check at the end of the day to ensure that it has been switched off again. This will be recorded in a log by the Site Manager, kept adjacent to the gas switch outside the laboratory.

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.

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 containers/bins.

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 Risk Prevention Policy and procedures. The Site Manager is always on call when the school is let or hired for an outside function or event.

Linked Policies:

Risk Assessment Policy