

ASHWICKE HALL SCHOOL

Fire Safety Policy and Emergency Evacuation Procedures

This policy, which applies to the whole School inclusive of boarding, is in support of the health and safety policy and the individual health and safety assessments. This policy is publicly available on the School's website. On request a copy may be obtained from the School's office

Legal Status:

- Regulatory Requirements, Part 3, Paragraph 13 of the Independent School Standards (England) Regulations 2010, as amended 2013
- Regulatory Reform (Fire Safety) Order 2005
- The Management of Health and Safety at Work Regulations 1999
- The Fire Precautions (Workplace) Regulations 1997 (as amended 1999)
- The Health and Safety at Work Act 1974
- The Fire Precautions Act 1971

Applies to:

- the whole School including boarding, the out of School care and co-curricular activities inclusive of those outside of the normal School hours;
- all staff (teaching and support staff), the proprietors and volunteers working in the School

Related Documents:

- Health and Safety Policy
- Accessibility Plan

Availability

- This Policy is made available to parents, staff and students in the following ways: via the School Website, on the Staff Shared Drive and at Reception from where a request for a copy of the Policy may be obtained
- The Fire Safety Policy and Emergency Evacuation Procedures (available to staff on the School intranet) along with relevant procedural documents, are provided either in hard copy or electronically to all new employees and volunteers before commencing work at Ashwicke Hall School. They are required to state that they have read and understood such documents and confirm this by signing the *Policies Register*.

Monitoring and Review: This policy is subject to continuous monitoring, refinement and audit by the Principal. The Proprietor will undertake a full annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed policy and it will be made available to them in either a hard copy or in electronic format.

Signed:



Ms Amanda Woods
Principal

Reviewed: February 2019

Next Review Date: February 2020

This policy was last reviewed by the Principal and will next be reviewed no later than February 2020 or earlier if there are significant changes to the systems and arrangements in place, or if legislation, regulatory requirements or best practice guidelines so require. All staff will be informed of the updated/reviewed policy and it is made available to them in either a hard copy or electronic format.

Fire Safety: Our Fire Safety Policy and Procedures are based on risk assessment, a duty to maintain fire precautions which are for the use of fire fighters and new duties on fire authorities for fire safety, investigation and testing. The fire safety

arrangements in Ashwicke Hall School have been dictated by the provisions of the Fire Safety Acts, where, in such premises, there are at any one time either:

- a) more than twenty people at work; or
 - b) more than ten people at work elsewhere than on the ground floor,
- then the owner or occupier of the premises is required to apply for a fire certificate.

On establishing Ashwicke Hall School, the Proprietor liaised with the local Fire Authority to determine the need for a Fire (Means of Escape) Certificate required by the Act. The Proprietor has undertaken a fire risk assessment in accordance with the Fire Precautions Workplace Regulations. The Principal ensures compliance, and this is viewed as a minimum standard to be achieved. The Principal will ensure, on behalf of the Proprietor, any further modifications required as a result in changes in legislation or established best practice are approved by the local fire authority. In accordance with legislation, there is an annual Health and Safety Fire Risk Assessment.

In compliance with both regulations and best practice, the Proprietor has ensured that:

- each week, the fire call point is tested;
- adequate and suitable fire extinguishing appliances are provided and maintained;
- suitable means of fire detection and signalling of the presence of fire is provided and maintained;
- adequate means of escape are provided and maintained;
- suitable signs designating firefighting equipment and means of escape are provided and maintained;
- a fire logbook is provided and maintained;
- fire training is provided to employees;
- evacuation drills are undertaken at least termly, and the results recorded;
- suitable fire procedures are published in respect of:
 - Action to be taken on discovering a fire.
 - Action to be taken on hearing the alarm.
 - Responsibility of key personnel in the event of a fire.

Emergency Contact: A Pro-forma for emergency contact telephone numbers is issued to parents at the beginning of each academic year and this is to be completed and returned to the School Office as soon as possible. Notification of any change to these details must be reported to the School Office. Every employee at the School has been asked to complete a form giving details of next of kin, emergency contact numbers, and relevant details about medication. If they do not wish to do this, a “disclaimer” must be signed. Were there ever to be a disaster or crisis affecting the staff and/or students of the School, there would be need for easy access to certain data. It would also be essential for considered procedures to be pre-determined to avoid the risk of ill-considered action being taken during a time of stress.

- The primary aim of our Fire Policy is to safeguard life and to this end the Principal and the Proprietor will assume this responsibility. Policies and procedures are available for all staff who are required to be familiar with and apply them.
- Regular health and safety inspections are carried out by the Health and Safety Officer.
- Advice is taken from the Fire Brigade inspector and appropriate specialist advisors.
- Problems will be noted, prioritised and acted upon appropriately.
- Outside teachers, visitors and contractors will be required to take note of and follow our emergency procedures.
- Public events are assessed for all risks including fire.
- Fire Drills are held regularly, at least once a term and timed. Records of fire drills are kept in the Log Book in the School Office.
- Escape routes are clearly labelled and lead to a safe assembly point.
- All staff and students are instructed on action to be taken in the event of an emergency.
- Every room has prominently displayed clear notices describing the action to be taken.
- Fire doors are clearly labelled and unlocked.
- Clear and prominent signage directs visitors to the nearest evacuation route.
- The fire Marshal for each floor checks that areas are evacuated and is on hand to assist those with a disability.
- Arrangements are in place for summoning the Fire Brigade.

- The designated assembly point is at a safe distance from the building and not on a route which may be used by the emergency services.
- A roll call is taken using class registers, staff signing in book, visitors book and children signing in and out book.
- The alarm system is tested weekly, is distinguishable from the lesson bell and is audible in every part of the premises.
- The alarm is never switched off and is routinely serviced.
- All the firefighting equipment is recommended by the Fire services and checked on a regular basis.
- Electrical equipment is regularly checked and maintained by an approved electrician.
- Regulations concerning the control and storage of flammable liquids are followed.
- All appropriate risk assessments are in place and checked by the Health and Safety Officer (HSO).

Fire-fighting equipment will be regularly serviced and clearly labelled. Signage is regularly checked and updated in line with current legal requirements.

There is a fire drill/emergency evacuation procedure every term. Neither staff nor children are warned of an impending practice. It is essential therefore, that each member of staff is aware of what the evacuation arrangements are for each area of the School. These are detailed in to this document. In case of a fire or bomb threat, evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for. The School has:

- Fire Safety Policy and Procedures
- Fire Safety Audit
- External Health and Safety Equipment check
- External Fire risk assessment
- Evacuation Procedures

In accordance with statutory requirements there is an annual fire safety audit which includes checking all firefighting equipment by an approved contractor and records maintained. All emergency lighting is tested weekly and records maintained.

Fire Drill: Fire drills need to be practiced so that all staff and students are aware of the procedures i.e. routes to be varied and on different days and times so that all staff can be included. Staff are also informed of the location of the fire extinguishers. All employees and voluntary helpers are provided with a personal copy of the fire drill procedures including:

- evacuation from the premises;
- exit routes;
- checking the children are present;
- their responsibilities regarding the children they are supervising.

A copy of these procedures is also available in each classroom.

Additionally:

- A Practice fire drill will be carried out at least every term.
- All new members of staff will be made aware of the policies and procedures.
- Matches and lighters **MUST** be inaccessible to the Students.
- Fire appliances will be checked annually and staff members need to be aware of their position and how to use them.
- Any recommendations made by the fire Marshals must be carried out and adhered to.

Execution: Our fire safety policy regime mirrors closely the Ashwicke Hall School health and safety (H&S) systems and procedures. Fire safety is by definition a subset of the current H&S systems and procedures. Our School's H&S Policy starts with a statement that the Proprietor of the School has a duty to take reasonable precautions to safeguard the lives of employees and other visitors. In this case students at our School are included as employees rather than visitors to the site.

Allocation of Responsibilities: Responsibilities are as follows:

	Tasks	Comments
Proprietor Mr. Salah Ayche (Executive Regional Director)	Responsible in law for what happens on the premises	Ensures the advisory board undertakes an annual review of the policy
Responsible Person (Principal) Ms Amanda Woods	Plans, monitors and reviews the policy	Makes sure that the Fire Brigade (999) has been contacted as well as the Security Gate House - general oversight too.
Business and Financial Controller: Mrs. Saeda Ayche	General oversight including supervision of the Health and Safety Officer	Monthly Health and Safety meeting
Health and Safety Officer (HSO): Manwa Bou Shamseddine	Implements the policy	Weekly Fire Alarm Tests and termly evacuation procedures (including night time evacuations in conjunction with the Head of Boarding)
Fire Marshals	Assist the Responsible Person in the Management of H&S including fire precautions	Members of staff appointed by the Principal
Employees	Comply with H&S policy and take reasonable steps to protect themselves and colleagues at work.	Staff assigned to take students and visitors registers
Kitchen Manager or Chef	Shuts the emergency cut-off valve in the kitchen, encourages her/his team to leave via the safe exist and meet at the assembly point	Kitchen Staff will do their own roll call and report to fire Marshals.
Visitors	Should be briefed on any H&S issues that will affect them, as required, when they are on site	Leaflet issued to visitors regarding safeguarding, first aid, health and safety, fire evacuation and smoking

Risk Assessment: The Responsible Person (Principal) in conjunction with the Health and Safety Officer and the Head of Boarding produces the risk assessment for the purpose of identifying the general fire precautions that need to be taken. The Risk Assessment is based on an understanding of the relevant legislation, guidance and good practice in the fire prevention field. The overall risk has been assessed and agreed with the Fire and Rescue service.

Fire Precautions Maintenance: The following arrangements have been made for maintenance:

	Item	By whom
Ongoing	Check signage, safety clips on fire extinguishers, ensure that fire doors are not wedged open	HSO
Weekly	Test fire panels every Friday at 12:15 pm	HSO
Termly	Test fire panels and emergency lighting	External Contractor
Annually	Test all fire extinguishers, check all fire blankets. Replace any missing fire evacuation signs.	External Contractor

Smoking: Smoking can be a major source of fires. Smoking on the School's premises is prohibited except in the designated area only for staff.

Training: The Health and Safety Officer (HSO) will arrange annual training for staff. All new staff will be inducted in the following:

- Written fire evacuation procedure
- Sound of alarm
- Means of raising alarm in that location
- Tour of building to include:

- a. Final exit doors b. Call points (where the alarm is raised) c. Assembly points d. Alternative routes of escape e. Position and importance of keeping smoke fire doors closed f. Specific arrangements to the building g. Location of firefighting equipment

Practice Evacuation: There will be a number of practice evacuations each term. The aim of the practices is to familiarise children and staff with evacuation procedures, a full evacuation is considered successful when a building is evacuated within 4 minutes. It will be the responsibility of all staff to ensure they familiarize themselves with the evacuation route/procedure for each zone they visit or use. All evacuation procedures are displayed at the fire exits. The practice supervisor will set off the fire panel and monitor the time it takes to evacuate the buildings; these details are to be passed to the Responsible Person for record keeping purposes. The following practices should occur every term:

	Detail	By whom
Whole School	One daytime evacuation practice	HSO
Each building (girls boarding – main building / boys boarding)	Out of School hours – Night time Boarding evacuation for each house.	HSO with Head of Boarding

Action on Hearing a Fire Evacuation Bell. The following actions should occur when anyone hears a fire evacuation bell:

- **Evacuate** all buildings and carry out roll call
- **Confirm** what has happened; decide whether to call the fire brigade
- **Control** re-entering to buildings. The Principal should investigate all false alarms, recording all details for record keeping purposes.
- **Firefighting** the aim is to evacuate the buildings as quickly as possible.

Annual Review: This policy will be reviewed annually as part of the H&S Annual Report to the proprietor and advisory board.

Overview of hazards, people at risk, level of risk, records and review

1. Identification of hazards.

- General introduction.** With only a small number of people likely to be affected it is relatively easy to keep risk management under continual review.
- Sources of ignition.** The number of sources of ignition are relatively few. There are no hot surfaces, electrical sockets etc are constantly kept under review to minimise risk, there are few chances of mechanically generated sparks – contractors are supervised by School staff
- Sources of fuel.** The School is on both mains gas and electric supply.
- Sources of oxygen.** Doors are kept shut to reduce the levels of draft (an accelerant) and slow the spread of fire; there are three portable oxygen cylinders safely stored on site required by the medical centre, with the usual warning notices. All doors are fire doors and must not be wedged open.

2. People at risk.

- By day.** By day the numbers fluctuate and although at this stage we are a very small School with a high staff ratio there are often external people using the premises.
- By night.** Students and staff resident on the campus.
- During holidays.** During the holiday the School is used for activities and continuing professional development.
- People especially at risk.** At this stage, there are no people with a registered disability in this category. However, many of our students require English as an additional language, therefore there is a need for great clarity in giving instructions.

Evaluation of risk.

- Overall evaluation of risk.** The overall evaluation of the risk of a fire starting is assessed as **LOW** because there are no ignition sources and combustible materials are kept away from them. Smoking is not permitted anywhere on the School premises except in the designated area only for staff. electrical equipment is inspected regularly and tested, and the chance of arson is assessed as low due to the security arrangements of the School.
- Evaluation of risk to people from fire.** Risk to people from fire is low.

- g. **Reduction of fire hazards.** All adults are briefed on induction and annually on the importance of good housekeeping to prevent the build-up of combustible material.
 - h. **Reduction of risk to people.**
 - i. **Detection and warning.** The premises are well protected with fire detection equipment, emergency lighting, warning bells and a sprinkler system.
 - j. **Firefighting.** All staff are trained in using fire extinguishers.
 - k. **Fire Marshals.** All fire marshals will receive annual training.
 - l. **Escape routes.** The School follows the Principal that main escape routes are all signed.
 - m. **Signs and notices.** Signs and notices comply with H&S (Safety Signs and Signals) Regulations 1996.
3. **Records and Review.** The Principal as the Responsible Person plans, implements, monitors and reviews the fire safety policy. Records are kept and maintained with reference to the emergency evacuation and liaison with other interested parties.

Fire Prevention and Control

Fire Marshals: The Principal is appointed as the Fire Safety Coordinator at our School. She is responsible for ensuring that all procedures, precautionary measures and safety standards are clearly understood and complied with. To assist the Principal staff have been appointed Fire Marshals. The Fire Marshals will ensure Fire Safety Awareness among staff.

Tasks: Fire Marshals have the following tasks (in priority order):

1. To ensure that all occupants of a building evacuate the building in an orderly manner using the recognised evacuation routes.
2. To assist with the control of students, staff and visitors in the fire assembly area
3. If there has been a false alarm the Principal will decide when to silence all fire panels and re-enter the building.
4. To assist the fire safety co-ordinator (Principal) by reporting faulty firefighting and fire detection equipment.
5. To make recommendations to improve fire safety.

Appropriate procedures are in place for ensuring that safety precautions are properly managed, formulated and disseminated to all staff. These procedures include Fire Drills and the use of Fire Extinguishers. A copy of the School evacuation procedure is available in all key areas. There is one exit door from each room and on leaving the room the exit routes are clearly displayed. All staff, visitors and volunteers should be fully conversant with the evacuation procedures in the case of a fire/bomb threat. The procedure for this purpose at Ashwicke Hall School is in full at the bottom of this document.

Bomb Threats: The aim is to prevent bomb or incendiary attacks, or when this is not possible, to minimise their effects in buildings to which members of the public must have access. This must be done without imposing unacceptable restrictions on them and the Proprietor must weigh the seriousness of the threat against the need to maintain business as usual and decide the extent to which counter measures should be adopted.

Public Access: Consideration should be given to dividing the areas to which the public usually require access from the rest of the building. The rest of the building can then be made a secure area.

Package Bombs and Hoaxes: Postal bombs are unlikely to be in large parcels, rather in flat packages. Staff should be on their guard for:

- The post mark – especially foreign, and any name/address of sender.
- The writing – especially of foreign style.
- Stains – these could be sweating explosives.
- The smell – usually an aroma of marzipan or almonds indicate an explosive.
- The sound – if the parcel rattles, ticks, etc.

Telephone Calls: These are more of a common occurrence than parcels. All members of staff should be aware of the necessary procedures should they receive such a call:

- Alert security/police immediately.
- Above all, be calm, listen carefully, and report exactly what is said

Fire Procedure for Safe Evacuation

In the event of a fire alert, the Principal or designated person must

Main House, Dining Hall and Kitchen Area:

1. Any student observing an outbreak of fire will AT ONCE inform the nearest adult who will immediately sound the fire alarm.
2. On hearing the alarm, teachers will supervise the immediate evacuation of their classroom by the assigned escape route and proceed to the assembly point outside the metal gate on the grass to the right.

It will be the responsibility of the Principal, or appropriate member of staff in the Principal's absence, to call the Fire Brigade (999) and also to call the Security Gate House either on Ext. 294 or 07766676215 to advise of the fire alarm.

3. Every door should be closed immediately when the room/area is vacated.
 4. Movement must be speedy and disciplined to avoid panic. To assist movement external fire doors should not be clipped back to enable free flow to the School grounds. NO STUDENT SHOULD HOLD THE DOORS OPEN.
 5. Time must not be taken to collect coats or other belongings. Leave immediately by the nearest exit. Feel the doors to see if they are hot before opening them. If there is smoke present, crawl low because the air is fresher and cooler.
 6. Anyone in the toilet will leave the building by the nearest route.
 7. Immediately on arrival at the assembly point outside the metal gate on the grass to the right, teachers will check that everyone is present by calling the register or using the headcount method. Any student missing should be reported to the Principal or member of staff on duty. NO ONE SHOULD RE-ENTER THE BUILDING AFTER EVACUATION WITHOUT FIRE DEPARTMENT APPROVAL.
- Only when the all clear has been given will registers be sent back to classes enabling children and adults to re-enter the premises.
 - Report the success of the evacuation to the Fire Marshals and Principal.
 - clearly written instructions for a fire evacuation will be on display at all times.

If an alert is a practice, then the fire brigade must be informed before the evacuation of the premises takes place.

Sports Centre: The Sports Centre building has a separate fire alarm. They would not normally evacuate when the Main House school alarm goes off. If their alarm goes off in the Sports Centre, they should assemble on the Tennis courts closest to the black steel gate. In the event that this is not possible, then the rear footpath of the Sports Centre should be used to walk to the small steel gate and move towards the Tennis courts. The Fire Marshals (or member of staff in their absence) will do a sweep of the changing rooms and toilets. If the weather conditions impact on the assembly point, then an alternative muster point should be considered.

Boys' Dormitories: The Boys' Dorms have a separate fire alarm. They would not normally evacuate when the Main House school alarm goes off. If their alarms go off, they should assemble near the Laundry building; but if the weather conditions or impacts the assembly point in front of the Laundry, an alternative muster point should be considered (e.g. sports centre).

Stables, Maintenance Workspace and Laundry: These areas have a separate fire alarm. They would not normally evacuate when the Main House school alarm goes off. If the alarm goes off, all staff members in the Laundry, Stables and Maintenance should assemble near the parking area of Dorm-D. However, if the alarm goes off at night, people in the Stables' rooms should assemble in the courtyard of the Boys' Dorms between both wings (A-B & C-D).

Additional Evacuation Guidance:

- Students to leave via the fire exit in their classroom/rooms with their teacher or houseparent. They then line up outside at the assembly point.
- If there is an obstacle obstructing the fire-exit, leave via the next nearest fire-exit, this may be the next classroom or the main door near the office, depending on where your class is located.
- When the students are lining up at the assembly point, the teacher will call the register to check all students are present.
- All registers are in the grab bag which is collected from the reception.
- Any staff who may be working in the office should meet at the assembly point.
- Last person to leave any room shuts the door. We must make sure all exit doors are closed.
- If there is student or a member of staff missing inform the Principal or Fire Marshal at the assembly area.
- Please can teachers discuss the above procedures in the classrooms and remind them to leave via the nearest exit if they are in the toilet, and not to collect belongings etc.

Evacuation Duties

When an evacuation is triggered, the following duties will be carried out by staff:

Teachers:

Lead the immediate evacuation of their class by the safest, nearest route and ensure the students in their care are registered at the assembly area.

Fire Marshals:

The Fire Marshals will follow the steps below:

- a. Put on designated high visibility vest.
- b. Turning off equipment, closing doors and windows in passing but not delaying their own escape unduly, while encouraging people to leave via the nearest safe exit.
- c. Checking all accessible rooms including toilets and offices to make sure people are leaving.
- d. Checking in their designated area in case someone is waiting for assistance to evacuate.
- e. Reporting to the controller at the assembly area to advise that their designated search area is clear via digital portable radios (or to report anyone who can't or won't leave the building).
- f. Encouraging people towards the assembly area.
- g. Take part in any post-alarm de-briefing to identify any shortcomings in the evacuation procedures.
- h. If a fire Marshal is out of the building or remote from their designated area whilst a fire alarm is sounding, they should not return to their designated area but inform the fire controller at the assembly point instead.
- i. All Fire Marshals are trained to take the registers of staff at the assembly area.

Mrs White – Calls Fire Brigade (999)

Health and Safety Officer: Mrs. Manwa Bou Shamseddine will complete the following:

- a. Go to the assembly point with the grab bag (kept in reception)
- b. Distribute student registers to teachers
- c. Will manage the roll call(s) at the assembly point.
- d. Marshals to report to Health and Safety Officer when building is fully evacuated.

Management: As appropriate to their safest evacuation route, managers should check the following areas:

- Staff and student's toilets
- Staffroom and Communal areas. It will be the duty of the Principal or Admin Staff to check that the Fire Service has been called (999).
- They will also be responsible for undertaking a roll call and reporting to the Fire Marshal(s) in charge.

Admin Staff:

- Mrs. Muriel White – Calls Fire Brigade (999) and Security Gatehouse if the receptionist is absent, collects essential keys, encouraging people to leave via the nearest safe exist.
- Receptionist should collect the visitors' book, staff attendance file, emergency box located behind reception desk and essential keys before evacuation.
- Staff and students in the building will line up as far away from the buildings as possible and go to the assembly area and Teachers will then call the registers.
- After the students have been counted, a member of staff will check that all adults/staff are present and report to the Fire Marshals and Principal.
- During meal times in dining room, the Staff on duty will line the students up at assembly point, as well as the teachers, house parents, and
- Kitchen staff will join them at the assembly point near the metal gate.
- All other people/visitors in School will be responsible for ensuring their own safety and evacuation.

Prevention of Arson: Arsonists in Schools often start their first fires by chance. Perhaps they break into the School just for the hell of it. ("Let's break into the School," "yeah" – and the bravado and adrenaline take over). *There is no planning, no organization. Having got inside, they can't find too much to steal, they have matches in their pocket, they see the waste paper*

bin and they start a fire. It all happens by chance.' This chance element in arson makes some people believe that arson is the hardest of all the security risks control. With the number attacks on Schools rising rapidly and the number of large fires also rising fast, some credence is given to this view. But the fact that the action of most arsonists is either unplanned or badly planned does give the School a good chance of preventing the fires.

Because it seems to be easy, because they don't get caught, because of the thrill they get from the adrenaline rush, because the School seems powerless to do anything about the problem, the arsonists do it again – which is why School fires come in cycles. Larger scale attacks – a serious attempt to burn the whole School down – normally come after the smaller-scale events. Some arson is aimed at hiding the details of another crime – although this is rare in Schools.

Arsonists do not normally bring the method of starting the fire into the School – they are reliant on finding scrap paper, etc., in the School to start the fire. There are few instances of arsonists seemingly tearing up books etc. in order to create the blaze – they look for loose paper on desks, in waste bins, etc. The School policy on arson prevention is therefore:

- As far as is practicable inflammable materials are locked away.
- All waste bins are emptied into a bin which is locked at night.
- The Principal and HSO make occasional unannounced checks that the procedure is being adhered to.

Fire Drills

- Evacuation drills are carried out once a term.
- The first drill should be carried out as soon as the new year begins so that all new students and staff are aware of the procedures.

Fire Alarm Test: The fire alarms are tested once a week by the HSO and records are kept in the School office. The HSO is responsible for reporting any defect and ensuring that they are repaired.

Fire Fighting Equipment: Firefighting equipment will be examined and tested at least once a year by a competent service engineer.

Emergency Evacuation Procedures: A separate chart states and clarifies these procedures and is to be found in all main rooms.

The Principal will ensure that the emergency plan is reviewed on an annual basis, or sooner if changes occur that affect this plan.

APPENDIX ONE **FIRE PREVENTION POLICY**

This policy, which applies to the whole School, is in support of the health and safety policy and the individual health and safety assessments. This policy is publicly available on the School's website. On request a copy may be obtained from the School's office

Responsibility

It is the responsibility of the Principal (Fire Marshal) to ensure that regular fire drills are carried out, that a fire register is maintained and that adequate measures are in place to prevent fire, including risk assessments of all areas of the site and buildings. It is the responsibility of the HSO to ensure that fire alarms are tested regularly, that clear signage and fire notices are provided throughout the School and that all gas and electrical appliances are monitored for safety on a regular basis. The School Administrator also keeps records of Fire Safety Inspections and takes advice from the visiting Fire Officer. The School Administrator will keep records as follows

- The fire risk assessment and its review
- The fire prevention policy
- Fire procedures and arrangements
- Training records
- Fire practice drills
- Certificates for the installation and maintenance of fire-fighting systems and equipment

It is the responsibility of all employees at the School to take reasonable precautions to prevent fire. All visitors to the School are required to sign in at the School Office. When running an event in School, it is the responsibility of the person leading the event to ensure that fire exits are pointed out and evacuation procedures made clear to any visitors.

Fire Hazards

The following fire hazards are identified:

- Smoking
- Electrical Equipment
- Naked flame and gas appliances (Applicable from September 2014)
- Portable heaters
- Laboratory equipment
- Lightning
- Flammable/combustible substances
- Arson

To Reduce Risk of Fire

- Smoking (The School is a non-smoking site. Smoking is not allowed on any part of the School site except for the designated area only for staff.)
- Electrical equipment is PAT tested every year.
- Electrical equipment is switched off when not in use and unplugged, if appropriate, at the end of the working day.
- Care is taken to ensure that electrical circuits are not overloaded, by using only fused extension cables, which should be fully unwound, and PAT tested.
- Extension cables are never plugged into other extension cables and adaptor blocks are not used.

Naked flame and Gas Appliances. The use of Bunsen burners is covered by the Science Laboratory risk assessment: all staff and students are trained in their safe use and must wear correct safety clothing and goggles. Students may not approach naked flames without staff supervision. The Bunsen burners are regularly inspected and replaced as necessary. There are gas isolation points separate from the practical areas. Gas appliances elsewhere are regularly inspected and tested, and the supply can be cut off in an emergency.

Portable heaters: Occasionally the use of additional heaters may be required. These appliances are inspected and tested regularly. They are sealed units which are plugged in. They must be positioned at a safe distance from any furniture and must never be covered.

Laboratory equipment: All laboratory equipment is regularly inspected and maintained in good working order, or labelled clearly as unserviceable, by Science staff. Science staff (and students, where appropriate) are trained in its safe use; students are never allowed to enter a Science laboratory unsupervised and may never use laboratory equipment without staff supervision. All potentially hazardous equipment and procedures are used or carried out with strict adherence to CLEAPSS guidelines.

Lightning: The School's lightning conductors are inspected annually.

Flammable/combustible materials

- All new School furniture should conform to British Fire Safety Standards.
- Flammable or combustible materials are stored in accordance with COSHH.
- Flammable materials such as chemicals are kept in a secure store; stocks are inspected regularly and recorded, and any obsolete stocks are disposed of safely in accordance with CLEAPSS (HAZCARDs).
- All containers/storage areas are clearly and appropriately signed.
- Safety screens are used when experiments with highly combustible materials are carried out and there is a spark risk.

Arson

- Site security is monitored and reviewed regularly. Visitors are required to identify themselves and sign in at the School office during the working day.
- No unaccompanied visitors are to be on site at any time.
- Any strangers should be challenged, if it is safe to do so.
- In the event of any suspicious activity, the police should be called.

Further Measures for Fire Safety

- Escape routes should never be blocked, and fire safety equipment should never be obstructed.
- Corridors and entrances are kept clear at all times; students and staff have designated space for storing bags, coats etc safely.
- At busy times supervising staff will ensure that bags are not left in corridors or doorways.
- Fire extinguishers, blankets and alarms are clearly signed and kept accessible at all times.
- Fire doors are installed at appropriate points around the building, in accordance with the advice of the inspecting Fire Officer; these are kept shut at all times.
- Emergency lighting of the fire exits is regularly tested.
- Smoke detectors are in use throughout the building and these are tested termly, and records of the tests are kept.
- Rubbish should not be left adjacent to buildings. Bins are emptied on a daily basis. Larger exterior bins are securely closed, never allowed to overflow and emptied once a week.
- Fire extinguishers of different kinds (water, foam, powder and CO2) are located strategically around the School site, according to the main type of fire risk posed.
- Mandatory signage around the buildings, indicating fire exits, evacuation procedures, action in case of an emergency is clearly displayed. The HSO conducts a 'walkabout', to check for clear signage.
- Maintenance of firefighting /identification equipment, maintenance of fire alarms and emergency lighting is undertaken by a competent BAFE (BS 5306 Part 3 Portable Extinguisher Maintenance and Modular Scheme SP203) approved company. (ENTRUST)

In the Event of Fire

- Evacuation procedures are regularly practiced at different times of the day every term.
- Fire notices are distributed throughout the buildings.
- Escape routes are clearly marked.
- There are regular reminders of this information during the year.
- Fire alarms are electronic sounders and sirens and are located strategically around the building and clearly signed.

Training

- Staff receive general fire safety training at time of joining Ashwicke Hall School, records of the training are kept.
- Senior Leadership Team and Competent Persons are trained at Fire Marshal Level
- Fire Marshal's deliver refresher fire training to School staff as part of the Autumn Term Inset days
- Fire Marshal Training is updated every 3 years.

Arrangements for the Disabled

- If a student with a disability joins the School, an assessment of need is made prior to his/her arrival and risk assessment is carried out according to individual need.
- Ramps are available for use should a wheelchair user need to be evacuated from the building.
- All students are required to practise regular fire drills; in the event of a disability preventing independent response to a fire alarm,
- A designated member of staff would be responsible for the evacuation of the disabled individual.

Lone Working: Staff are encouraged to inform the Principal if they are planning to work at times when the School is not normally in operation. Lone working is discouraged, and it is recommended that staff work during the holidays only at those times when the office is staffed.

Other Users of The School Site: Any organisation or group hiring School premises for their own use hold their own fire drills at different times of the day, using the regular evacuation procedures. Risk Assessments are available to these visiting groups prior to their arrival, so that they can make their own independent risk assessments

FIRE

Name of Fire Marshal	Areas Covered
David Dunce	MAIN OFFICE, PRINCIPALS OFFICE, FINANCE OFFICE, LIBRARY, STAFF ROOM, TOILETS, BASEMENT, CORRIDOR TO KITCHEN
Joel Lloyd-Carter	EXAM HALL, IT OFFICE, ART ROOM, MUSIC ROOM, TUCK SHOP AREA, COMPUTER LAB, CORRIDOR
Saeda Ayche	ALL CLASSROOM, SCIENCE LAB, LANGUAGE OFFICE, OFFICES
Cathy Dathan	G12 CORRIDOR & OFFICES, CORRIDOR UPTO MEDICAL CENTRE, SLO CORRIDOR AND OFFICE
David Little	DINING HALL, KITCHEN, UPSTAIRS OFFICE
Amanda Woods Diane McCleary	GIRLS DORM, TEES, COMMON ROOM, DORM OFFICE, HP FLATS
Sharon Pullin	LAUNDRY, MAINTENANCE, STABLES
John Nette	BOYS DORMITORY
Michael Farrell	SPORTS HALL
EVENINGS	
Maria Ciovica	SINGLES, TEES
Cathy Dathan	GIRLS DORMITORY, COMMON ROOM, KITCHEN
RELIEF FIRE MARSHAL	
Mrs S Ayche	WHERE NEEDED IN THE MAIN BUILDING
EVACUATION BAG	
Receptionist	TO COLLECT BAG, VISITORS BOOK, STAFF SIGN IN PAPER
REGISTERS	
Manwa Bou Fakhreddine	TAKE STAFF REGISTER
Receptionist	CALL VISITOR/CONTRACTOR REGISTER
David Little	CALL KITCHEN REGISTER
STAFF ALLOCATED TO TAKE STUDENT REGISTER	
Rana/Aude	GRADE 7
Mohamad/Manal	GRADE 8
Rachel/Kathryn	GRADE 9
Akram/Danielle	GRADE 10, 11, 12