

## FIRE AND FIRE PREVENTION POLICY

<b>Written by</b>	<b>Bursar</b>
<b>Date for Review</b>	<b>September 2019</b>

1. **Introduction.** This policy is applicable to all pupils including those in the EYFS. The Bursar, as School Fire Officer<sup>1</sup>, ensures compliance with the Regulatory Reform (Fire Safety) Order 2005; the Deputy Head is the Bursar’s stand-in if the Bursar is absent. He ensures that all staff are aware of the policy and the application of the fire procedures throughout the School; as part of induction he highlights the policy and the requirement for staff to familiarise themselves with the policy, its application, and the location and use of fire alarms and equipment.

2. **Aim.** The aim of the fire and fire prevention policies are to ensure the safety of pupils, staff and all visitors to the School.

3. **Smoking Policy.** Sherborne Preparatory school operates a strict ‘no smoking’ policy on all areas of school property.

4. **Assurances.** The School assures its fire safety and preparedness by:

a. **Fire Risk Assessment.** The Bursar - the School Fire Officer - compiles fire risk assessments<sup>2</sup> for each of the main buildings and ensures they are reviewed regularly. Actions are then added to the programme of works and managed between the Bursar and Head of Maintenance, starting with the higher priority issues.

b. **Booking in/out.** All staff are to book in and out in their relevant departments:

Location	Register Location	Responsible person	Remarks
Acreman	School office	Secretary	All teachers Admin team
Netherton	School office	Secretary	Includes DT/Science
Pre-prep	Pre-prep staff room	Head of Pre-prep	
Kitchen	Domestic staff room	Catering manager	Kitchen staff Maintenance team Grounds team
Bursary	Bursary	Bursar’s assistant	

Responsible persons are to collect registers on hearing the fire bell or being informed by the office, and account for staff on their register and confirm that to the School Fire Officer. The School Secretary is responsible for updating the registers.

---

<sup>1</sup> The School Fire Officer and his Deputy are both to have received Fire Warden training to be in date.

<sup>2</sup> FRAs are completed by a suitably qualified contractor.

5. **Training.** New staff are instructed during their induction programme. Pupils will receive an induction from their form teachers on the drill and boarders from the Director of Boarding. The Bursar reminds staff at the INSET meeting at the start of each term that they must be confident about all aspects of fire procedures and should refer to the policy again if necessary. The following training is carried out:

- a. **Fire Drills.** Fire drills are carried out termly as follows:
  - (1) Day Drills. The whole school, to be carried out at different times of the day.
  - (2) Night Drills. The Director of Boarding and is responsible for briefing staff and children and conducting a termly walk through of the drill prior to a practice. The practice must occur out of the school's day hours and at different times including evening and early morning drills.

Records of drills are kept by the Bursar and he follows up/tracks any action points. A copy of the form is at Annex A. Training or walk-through drills are held when appropriate, usually at the start of the Michaelmas term when there are new boarders, and in Nursery so the youngest children can cope with an actual drill; these are additional drills and further drills are always held soon after.

- b. **Fire extinguishers.** The Bursar organises training for teachers on fire extinguishers.
- c. **Fire warden.** The Bursar will coordinate fire warden training as required.

6. **Fire Equipment.** Equipment is checked regularly and records kept as follows:

Equipment	Testing	Lead <sup>3</sup>	Remarks
Fire alarm	Daily check of fire panels and weekly test via a manual call point	Maintenance	
	Termly check and an annual service by a qualified person	Contractor	Currently Wessex Fire
Doors and detectors	Weekly check of call points, detectors, door releases in rotation	Maintenance	
Emergency Lighting	Monthly test of 25% in each building of luminaries by simulating a failure of the normal lighting supply	Maintenance	
	Annual 3 hour test by a qualified person	Contractor	
Fire Extinguishers and Portable Fire Equipment	Monthly check	Maintenance	
	Annual service by a qualified person	Contractor	

---

<sup>3</sup> Includes keeping and holding records.

7. **Fire Notices and Signs.** All areas must have a fire drill notice which details evacuation procedures and the assembly point. Adequate signage regarding routes, exits and equipment which complies with current regulations is in place and will be checked periodically for compliance. Zone charts are checked periodically.

8. **Fire prevention policy.** The following policy is to be followed:

a. **Fire hazards** The following fire hazards are identified:

- (1) Smoking.
- (2) Electrical Equipment.
- (3) Naked flame and gas appliances.
- (4) Portable heaters.
- (5) Laboratory equipment.
- (6) Lightning.
- (7) Flammable / combustible substances.
- (8) Arson.

b. **Actions to reduce risk of fire**

- (1) Smoking. The school is a non-smoking site. Smoking is not allowed on any part of the school site.
- (2) Electrical equipment. Electrical equipment is PAT tested regularly, and where it can be, is switched off when not in use and unplugged at the end of the working day.
- (3) Computers are to be turned off at the end of each working day less the main server room.
- (4) Care is taken to ensure that electrical circuits are not overloaded, by using only fused extension cables, which should be fully unwound.
- (5) Extension cables are never plugged into other extension cables and adaptor blocks are not used.
- (6) Naked flame and Gas Appliances:
  - (a) The use of Bunsen burners is covered by the Science Laboratory risk assessment: all staff and pupils are trained in their safe use and must wear correct safety clothing and goggles.
  - (b) Pupils may not approach naked flames without staff supervision.

- (c) The Bunsen burners are regularly inspected and replaced as necessary.
- (d) 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.
- (e) In the kitchen, correct clothing must be worn.
- (f) The kitchen is covered by separate risk assessments and safe codes of practice.

(7) Portable heaters. Occasionally the use of additional heaters may be required. These appliances are to be 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.

(8) 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 pupils, where appropriate) are trained in its safe use; pupils 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 / carried out with strict adherence to CLEAPSS guidelines.

(9) Lightning. The school's lightning conductors are inspected annually.

(10) Flammable / combustible materials.

(a) All new school furniture should conform to British Fire Safety Standards.

(b) 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.

(11) Arson. Site security is monitored and reviewed regularly. Visitors are required to identify themselves and sign in at Reception during the working day.

c. **Further measures for fire safety**

(1) Escape routes should never be blocked and fire safety equipment should never be obstructed. Corridors and entrances are kept clear at all times. At busy times (eg lunch queue) 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.

(2) Fire doors are installed at appropriate points around the building and are kept shut at all times.

(3) Emergency lighting of the fire exits is regularly tested.

(4) Smoke detectors are in use throughout the building and these are tested termly and records of the tests are kept.

(5) 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.

(6) Combustible materials including cardboard boxes are not to be stored under stairwells or in attics. Storage in cellars and attics is to be minimised. Cellar and attic areas are to be periodically inspected.

(7) 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.

(8) Mandatory signage around the buildings, indicating fire exits, evacuation procedures, action in case of an emergency is clearly displayed. The Bursar conducts a 'walkabout', to check for clear signage.

## **STANDING ORDERS FOR FIRE**

9. **Priorities.** The priority is an orderly evacuation of all personnel and to ensure that everyone is accounted for. An effective fire drill consists of:

- a. An orderly evacuation of all buildings.
- b. An efficient check at the assembly point to account for everyone.
- c. Efficient passage of information to the School Fire Officer.

10. **Fire Alarm.** The fire alarm is a loud electronically generated warble in the School. It is distinctive and cannot be confused with the lesson bells. The Pre-prep is similar to the lesson bell. Teachers if in doubt should evacuate. The Bursar will investigate a technical amendment when funds allow.

11. **School fire assembly points.** The School fire assembly point/muster is the Upper Netball Court. If that site is unsafe, the first fire warden arriving is to inform classes as they arrive to muster at the secondary fire assembly point/muster which is the Lower Tennis Court.

12. **Action on Discovering a Fire.** If anyone discovers a fire they are to raise the alarm by shouting 'Fire, Fire, Fire' and strike nearest fire-alarm glass front with a hard object to sound the alarm. Pupils should do likewise and inform the nearest member of staff as quickly as possible.

13. **Action on hearing the alarm: 8.15 am until 6.00 pm:**

***ANY MEMBER OF STAFF SEEING A FIRE OR SMOKE IS TO – IF SAFE – CALL 999 AND REQUEST THE FIRE RESCUE SERVICE***

- a. **Action by Staff in Charge of Children When the Alarm Sounds.**

- (1) Tell the children to be silent and listen to your instructions.
- (2) Check that the route out of the room is not impeded by obstacles such as bags on the floor. They should be placed on desks if necessary.
- (3) Inform children that they will evacuate the School leaving their belongings behind in the room.
- (4) State clearly the route to the nearest exit and tell the children to assemble in their form groups on the Upper Netball Court; or, if directed by a fire warden (or it is the safe thing to do, the lower court).
- (5) Lead children to the Fire Assembly Point leaving the room last and closing the door. Ensure the children walk briskly without running and that they remain silent.
- (6) If a route is blocked, give clear instructions on the best alternative.
- (7) On arrival at the assembly point, collect the register of the form they are teaching from the Secretary.
- (8) Carefully check the class and report the result to the School Secretary who then confirms all accounted for to the School Fire Officer or his/her deputy.
- (9) Ensure the children remain silently lined up until the check has been completed.

b. **Action by Prep children.** Children are to:

- (1) In silence evacuate the building by the nearest exit walking briskly but not running.
- (2) Assemble at the assembly point facing the Blake Wing in form groups in alphabetical order, Year 8 to the east. They remain silent and listen carefully to the instructions of staff – see Annex B.
- (3) Children will not leave the area until told to do so.

c. **Action by pre-prep/nursery children.**

- (1) In silence evacuate the building by the nearest exit as led by their teacher.
- (2) Assemble at the assembly point to the south in class groups in alphabetical order, Nursery to the west fur Lane footpath. They remain silent and listen carefully to the instructions of staff – see Annex B.
- (3) Children will not leave the area until told to do so.

d. **Action by Other Staff.** All staff<sup>4</sup> without pupils are to:

- (1) Check that their work area is safe and all machinery is switched off.

---

<sup>4</sup> Includes all teachers, support staff and visitors.

(2) Leave the room in silence leaving all belongings behind. If you are last out, close the door.

(3) Walk briskly via the nearest exit (using the best alternative if the first route is blocked) and assemble at the appropriate assembly point– see Annex B.

(4) Check in with the responsible person accounting for teaching and support staff, and await further instructions in silence.

e. **Action by the School Secretary.** The secretarial staff are to:

(1) Ring 999, if appropriate to do so.

(2) Telephone the Bursar and tell him: "Fire [drill] in [state location if known]".

(3) Collect the Registers, the Signing In/Out register, the visitor's register and the 'Grab Bag' walk briskly to the assembly point.

(4) Send a runner to the Pre-Prep, Nursery, Science and DT blocks and Netherton on their pre-programmed 'fire phones' to explain that there is a fire [drill] and to evacuate<sup>5</sup>.

**IF A FIRE IN ONE OF THE OUTLYING LOCATIONS, A RESPONSIBLE PERSON IS TO NOMINATE A RUNNER TO INFORM THE SCHOOL OFFICE**

(5) Meet the Bursar and pass him any registers he requests. If he was not in his office to take the phone call, alert the Deputy Head or Headmaster at the assembly point so one of them can conduct the drill.

(6) Hand out the registers to the teachers who are in charge of classes at the time.

(7) It is the duty of the School Secretary to check each day that registers are inputted on iSAMS promptly in both the morning and afternoon. S/he must chase any that are missing, and alert the Headmaster or Deputy Head if the system for registers is not operating satisfactorily.

(8) S/he will keep a clipboard and take it to the drill/muster with the following information:

(a) Class timings.

(b) Class lists.

(c) Room use timetable.

(d) Table of mains gas taps and electricity switches.

14. **Action by the Bursar.** The Bursar will:

---

<sup>5</sup> Fire phones have been tried but were ineffective. The runner system has been far more effective.

- a. In their office the Bursar will retain a clipboard with a current list of class timings, a class list, a room use timetable, and the table of mains gas taps and electricity switches.
- b. On being informed of a drill, s/he moves to the Upper Netball Court.
- c. From the clipboard documents s/he identifies that all classes have been informed. If not s/he will direct a runner to ensure that classes evacuated. Another runner may be told to inform the Registrar's Office room in Netherton and the Bursary. The Secretary will inform the Bursar if all children are accounted for.
- d. When everyone is accounted for, the drill is complete and only then does the Bursar instruct that the alarm is to be switched off (assuming it to be a planned drill or it is established that there is no fire).
- e. If there is a fire, remain at the allotted Assembly Point until given further instructions. The School's CIC will be instigated.
- g. The Bursar takes notes of timings and action points, and includes them in the Fire Drill Record which he writes promptly.

15. **Action by Other Staff (Netherton, Pre-Prep, Nursery, Science and DT Blocks).**

- a. Check that your work area is safe and all machinery is switched off.
- b. Leave the room in silence leaving all belongings behind. If you are last out, close the door.
- c. Call the Fire Brigade, if necessary.
- d. Evacuate to the muster point and when safe ring the School Office to inform them of a fire [drill] (Nursery, Pre-Prep and Science and DT Blocks only) – **IF A FIRE IN ONE OF THE OUTLYING LOCATIONS, A RESPONSIBLE PERSON IS TO NOMINATE A RUNNER TO INFORM THE SCHOOL OFFICE.** The School Office will instigate the evacuation of the rest of the School.
- e. Walk briskly via the nearest exit (using the best alternative if the first route is blocked) and assemble at the assembly point.
- e. Check that you are all accounted for and report to the School Fire Officer.

16. **As Detailed by the Headmaster or Bursar.**

- a. Ensure that the alarm has been raised and evacuation is occurring in accordance with this policy/order.
- b. Call the fire brigade if necessary (Dial 999).
- c. Organise a search for any absentees, if safe to do so. If not to collate information for the Fire Brigade on:

- (1) Missing persons – quantity, age, sex, names.
- (2) Last sightings.
- (3) Locations meant to be according to timetables.
- (4) Clothing/identifying clothing/description.

d. Locate the fire and put it out if possible and safe to do so. But do not enter the building if it is unsafe.

e. Turn off gas and electricity at the mains<sup>6</sup> if safe to do so. The whereabouts of all mains taps and switches are:

Area	Supply	Mains Switch Location
Netherton House	Electricity	Girls' Changing Rooms: section nearest to kitchen
	Gas	Girls' Changing Rooms: section with toilets off
Pre-Prep	Electricity	Pre-Prep Boiler Room (or same as Netherton)
	Gas	Pre-Prep Boiler Room (or same as Netherton)
Nursery	Electricity	Store cupboard in Nursery classroom
	Gas	Pre-Prep Boiler Room
Science and D&T	Electricity	Science Prep Room above shelves opposite windows
	Gas	Science Prep Room cupboard to right of boiler
Acreman House	Electricity	Power Room / Cleaning Store
	Gas	Meter cupboard under kitchen window (outside access)
North Wing	Electricity	Junior Science end wall (sub-main fed from Nursery)
Sports Hall	Electricity	Sports Hall Boiler Room (sub-main)
	Gas	Meter cupboard behind wheelie bins

f. If a drill or false alarm, that the alarm be switched off and the all-clear to return to classrooms.

**17. Action on hearing the alarm: night, 6.00 pm to 8.15 am.** The Director of Boarding will act as the School Fire Officer until the Bursar arrives if a fire:

- (1) The Dorm Head ensures that all boys in the dorm are reacting to the alarm. He leaves the dorm last closing the door.
- (2) In silence children evacuate the boarding area and walk briskly without running to the assembly point.
- (3) They sit in lines of dorm groups, Dorm 1 at the near end.
- (4) The Dorm Head conducts a visual check, and informs the first available staff member if anyone is missing. Otherwise, children remain silent. They listen carefully to staff instructions and do not leave the area until told to do so.

<sup>6</sup> If the Head of Maintenance is at work, he will be directed to assist.

b. **Acreman: action by Director of Boarding<sup>7</sup>.**

- (1) Pick up a torch and evacuate the top floor, checking that each dorm has reacted to the alarm.
- (2) Go to the control panel. Find location of the fire and investigate without putting yourself at risk.
- (3) If necessary, call 999 for emergency services.
- (4) Proceed to the assembly point. Ensure the children remain silent and that the register has been taken. If necessary, organise a staff search for absentees.
- (5) When all are accounted for (children and staff), and it is established there is no fire, the drill is complete turn off the alarm. Accompany the children back to their dorms.
- (6) If there is a fire call the Bursar who will come in and take control.
- (7) If a drill, take notes of timings and action points to include in the Fire Drill Record. Write this promptly and hand to the Bursar within 24 hours, retaining a copy to file.

c. **Acreman: action by duty staff.**

- (1) Pick up a torch and collect the register. Evacuate the first floor, checking that Sick Bay (if anyone there), the Gap Year, if any, and the first floor dorm have reacted to the alarm.
- (2) Proceed to the assembly point. If the route is blocked, give clear instructions on the best alternative.
- (3) Ensure the children remain silent, and that they sit on the floor in lines by dorm.
- (4) Take the register. If necessary, organise a staff search for absentees.
- (5) Wait for the Housemaster and report to him.

d. **Acreman: action by gap year/boarding staff.** Assist the Housemaster in their tasks.

e. **Netherton.**

- (1) React to the alarm.
- (2) Close doors.
- (3) In silence walk briskly without running down the main stairs to the front door and muster at the assembly point.

---

<sup>7</sup> If the Director of Boarding is off site, the next senior boarding member of staff assumes the role.

(4) Do not leave the area until told to do so.

18. **Actions on a missing person.** Of a person is found to be missing the following is to occur:

- a. Question friends and teachers to identify the last sighted location.
- b. Assess if the area of last sighting can be safely searched – no further life is to be risked.
- c. Brief the emergency services on any information collated.
- d. If a member of staff, in addition to the above, try and call their mobile.

19. **Arrangements for the disabled/temporarily impaired<sup>8</sup>.** If a pupil or member of staff 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. The School may have to consider:

- a. An evacuation chute for emergency evacuation from an upstairs room.
- b. Ramps are available for use should a wheelchair user need to be evacuated from the building.
- c. All pupils and staff 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.

The assessment is made on the School's risk assessment template.

20. **Lone working.** As the school is also a place of residence, staff are encouraged to inform the resident boarding staff if they are planning to work at times when the school is not normally occupied. They should sign in and out, giving times of arrival and departure. Lone working is discouraged and it is recommended that staff work during the holidays only at those times when the office or reception is staffed. Resident staff are all trained in fire procedures.

21. **Access to the policy.** A copy of the policy can be found at the following locations:

- a. School website.
- b. Intranet.
- c. Fire panels.
- d. Fire bags.

22. **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. This policy applies to them and as part of the T&Cs they accept its adoption.

---

<sup>8</sup> Although disabled is used throughout, it also cover injuries and temporary impairments.

**FIRE DRILL RECORD SHERBORNE PREPARATORY SCHOOL**

**DATE:**

**Time:**

**Place:**

**Planned** or **Unplanned** (Tick one)

**Time taken to evacuate the building(s):**

**Time taken to evacuate the building(s) and complete the check:**

**Were all children accounted for at the first check? Yes or No (see report)**

**Report:**

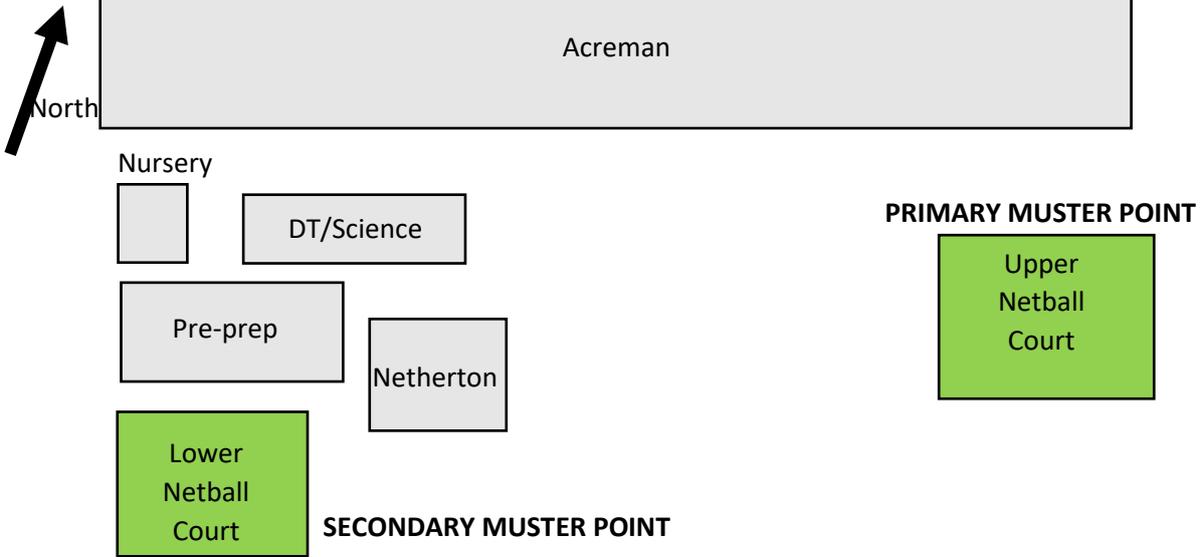
**Signature:**

**Date:**

**Follow Up Recommendation(s).** To be completed by the School Fire Officer

<b>Ser</b>	<b>Follow Up</b>	<b>Lead</b>	<b>Date Completed</b>	<b>Remarks</b>
1				
2				
3				
4				
5				

**MUSTER DIAGRAMS**



**ASSEMBLY POINT LAYOUT**

