

**St George's School, Windsor Castle
Fire Policy & Procedures**



1. Overview

2. Roles and responsibilities

a. General

b. Specific duties in the event of an emergency

3. Procedures

a. In the event of an emergency

b. Maintenance and upkeep

c. Fire Risk Assessment

4. Additional information

a. Fire Drill Notices

b. Fire Alarm System operating notes

c. Fire Fighting Equipment

d. Employee Declaration

1: Overview

The fire policy, procedures and related risk assessments at St George's School, Windsor Castle are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of the buildings.

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school and through ensuring staff, pupils and visitors can safely evacuate the buildings if the alarm sounds.

This document summarises the roles, responsibilities and procedures applicable to school evacuations.

2: Roles & Responsibilities

2.a General

The Business Director is the designated School Fire Safety officer and is responsible for ensuring:

- Fire safety policy and procedure is kept under regular review by Governors and the Senior Leadership Team.
- Fire safety policy and procedure is effectively communicated to the entire school community.
- Everyone in the school (including visitors and contractors – see badge) are given clear written instructions on where they should go in the event of fire.
- Fire induction training is given to new staff and pupils (Induction Process)
- Procedures for emergency evacuation are regularly tested and lessons learned acted upon.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed every 3 years or on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

Individual staff members are responsible for maintaining an up to date risk assessment for their office/ classroom and as such should include a consideration of fire risk. Staff must also ensure that all exit routes/doors from their offices/ classrooms are kept clear and easy to use. Staff should periodically check that all relevant signage is still in place and that any door/window locks are working correctly.

All staff are required to familiarise themselves with this document and with the evacuation procedures. In the event of the alarm sounding all staff should assist with safe evacuation of buildings.

2.b Specific responsibilities in the event of an emergency

Hi-vis vests should be worn during an evacuation by the people named below to ease identification. Hi Vis vests will be brought to the assembly point by a member of the Reception team and should be worn by

- *Business Director*
- *Head Master*
- *Maintenance manager*

Headmaster & Business Director are responsible for liaising with the emergency services

SLT are to assist in distributing registers to form teachers, for ensuring all staff and visitors have been accounted for at the assembly point. Specific duties to be determined according to class responsibilities at the time of any evacuation.

Reception staff are responsible for bringing the following to the Fire Assembly point:

- the most recent session register records;
- visitor sign in sheets and the staff sign in/out diary; and
- Hi-Vis tabards

Form registers should then be distributed to form tutors and/or a member of SLT.

Form Tutors: are responsible for checking that all pupils recorded on the latest session register/ games/ team sheets are accounted for once gathered at the Fire Assembly point

School Security Officer. As far as possible it is the responsibility of the school security officer to ensure the car park is cleared of vehicles to allow emergency vehicle access. Other vehicles must not be allowed to enter the site. When an evacuation takes place at pick up/ drop off time a member of the Reception staff may be required to assist the Security Officer in ensuring the car park remains accessible for the Fire Brigade. If an evacuation takes place when the Security Officer is not on site, Reception staff should ensure the car park is clear.

Business Director's PA is responsible for ensuring that the gate to the Headmaster's lawn is unlocked to allow access to the Fire Assembly Point for those not evacuating via the rear of main school buildings.

In the event of an evacuation at night, Boarding House Staff (House Parent/ Matrons) are responsible for ensuring registers are taken and for allowing emergency services access to the car park.

Staff should ensure any evacuation duties are appropriately delegated and that the Business Director has been made aware if they are to be off site during normal school (or working) hours.

3: Procedures

3.a.i. In the event of an emergency (daytime)

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the Fire Assembly Point (sign posted). Subject teachers should wait with the pupils until the Form teacher arrives.

BETWEEN 7.00AM AND 6.30PM THE FIRE ASSEMBLY POINT IS BY THE TENNIS COURT IN THE MAIN PLAYGROUND.

BETWEEN 6.30PM AND 7.00AM THE FIRE ASSEMBLY POINT IS IN THE MAIN CAR PARK.

3. If you are taking a registration session and have not yet completed the electronic register take your iPad with you to the Fire Assembly Point.

Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows ONLY if time allows. Take no risks.

4. As soon as you reach the Fire Assembly Point:
 - a. Pupils must line up in Form groups. A register check will be made against the latest session register which will be provided by a member of the reception staff. If your register is complete with no anomalies, hold your paper/ipad in the air
 - b. Staff and Visitors present at the Fire Assembly point will be checked against the sign in records provided by a member of reception staff.
5. Immediately report anyone who is waiting to be evacuated, or who is missing at the Fire Assembly Point, to a member of the SLT who will inform the Business Director and/or Fire Brigade.
6. Teachers taking lessons on the field will be phoned (or otherwise contacted) and recalled to the Fire Assembly Point in the event of a real evacuation. For a fire drill, pupils on timetabled lessons on the Field will not be recalled and attendance records will be presumed accurate.
7. Visiting Music Teachers or Matron, whose presence will be confirmed, should escort pupils who are under their supervision rather than at a standard timetabled lesson to the Fire Assembly point.
8. Remain at the Fire Assembly Point until the all clear is given. On no account should anyone return to any building until given permission by the Head Master, Business Director or Fire and Emergency Services.

3.a.ii. In the event of an emergency (night time)

1. Get up, put on your Dressing Gown and Slippers.
2. Do not stop to collect other personal belongings.
3. Leave the building at once via the nearest safe exit and proceed immediately to the MAIN CAR PARK
4. A roll call will be taken in the main car park.
5. Do not re-enter the building until you are told it is safe to do so, by the member of staff on duty.

3.b. System Maintenance & Upkeep

3.b.i. Fire alarms and detection systems

The school is covered by a Redcare Alarm System which is linked via a call centre to the Fire and Rescue Service. The fire panel is fully reportable, with each detector or break glass call point so identified in case of activation. This equipment, including all emergency lighting equipment, is regularly maintained and appropriate records kept in the Business Director's office.

In addition to regular fire sounder practices, full school fire practices are carried out each term both by day, and by night for boarders, and details of these practices are recorded in the Fire Register which is found in the Business Director's office.

The Fire Alarm system controls both Main School and Old Bank House with a call to action for both buildings i.e. both buildings to evacuate once any alarm call point is activated.

It is essential that the cause of any fire alarm activation is identified immediately, and that the fire alarm system is not reset until the cause of the activation has been identified, and until the Fire and Rescue Service are satisfied that no fire risk exists.

3.b.ii. Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all school buildings except the cellars
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type) and ceiling mounted smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Automatic door closers that are activated by the fire alarms are fitted on doors in or leading onto escape routes.
- The master panel for the alarm system is located in the corridor outside the office of the Head Master's PA and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS) and has a "slave" panel in Old Bank House.

- Fire routes and exits must be kept clear at all times. Combustible goods are kept to an absolute minimum in these areas and furnishings (if any) are fixed to the wall.
- Fire alarms (points) are tested weekly – Mondays 11.15am
- Plans showing the location of fire hydrants, gas and electricity shut off points are displayed in fire proof display boards next to the entrance of each building

3.b.iii. Electrical Equipment

- Portable appliance testing (PAT Testing) takes place as required by HSE Regulations for that apparatus NB: this is not an annual test
- NICEIC qualified Electrical Engineers are contracted to inspect and maintain electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.

3.b.iv. Lightning Protection

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

3.b.v. 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 Business Director's office
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.
- Science Lab fume cupboards are serviced and tested in line with the recommended schedules.

3.b.vi. Safe Storage

- Heads of Department and Maintenance Staff ensure that flammable materials used in teaching or maintenance are clearly labelled and are locked in purpose-made, flame-proof containers at the end of every day.
- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- No items may be stored at any time in escape routes, particularly stairwells.

3.c. Training

3.c.i. New Staff & Pupils

All new staff and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at St George's School, Windsor Castle. This briefing includes but is not limited to:

- Requiring all staff to read the fire policy and procedure, and signing as evidence of this.
- Demonstrating where the emergency exits and escape routes are located.
- Walking outside to the Fire Assembly Point.

- Pointing out Fire action notices as displayed on the walls of all rooms and in all corridors.
- All new staff are shown how to activate the fire alarms if they see or smell a fire.

A full fire drill is carried out at least once termly, more frequently for boarders (see Boarding Policies).

3.c.ii. Visitors & Contractors

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which must be worn at all times when on school property. An emergency evacuation notice is included on the reverse of the visitors pass and should be drawn to the attention of each visitor.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement should be made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. This announcement is the responsibility of the member of staff holding the event.

3.d. Fire Risk Assessment

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

All risk assessments follow a standard grid procedure for evaluating risk. Generic risk assessments are used for classrooms but individual ones are needed for corridors, stairs, kitchens, laboratories, workshops etc.

St George's School, Windsor Castle has a professional fire risk assessment which is updated as required utilising professional services as necessary.

Copies of the school's fire risk assessments are in the health and safety section of the school's server for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

4: Additional Information

- a. Summary Fire Notices
- b. Fire Alarm Operating Procedures
- c. Fire Fighting Equipment
- d. Employee Declaration

FIRE DRILL

Main School

IF YOU DISCOVER A FIRE

Operate the nearest fire alarm call point.

Follow the steps below:

IF THE FIRE ALARM GOES OFF IN THE DAY (7.00am – 6.30pm)

Proceed immediately to the Fire Assembly Point in the School playground by the tennis court. Use the nearest available, safe exit.

Do not stop to collect personal belongings.

Do not re-enter the building until you are told it is safe to do so, by a Senior Member of Staff.

IF THE FIRE ALARM GOES OFF AT NIGHT (6.30pm – 7.00am)

Get up, put on your Dressing Gown and Slippers. Leave the building at once and proceed immediately to the Fire Assembly Point in the MAIN CAR PARK where a register will be taken.

Do not stop to collect personal belongings.

Do not re-enter the building until you are told it is safe to do so, by the member of staff on duty.

First aid will be available

FIRE DRILL

OLD BANK HOUSE

IF YOU DISCOVER A FIRE

Operate the nearest fire alarm call point.

Follow the steps set out below:

ON HEARING THE FIRE ALARM

Using the nearest safe available route exit the building and proceed along Datchet Road to the Fire Assembly Point in where a register will be taken.

Between 7.00am and 6.30pm please proceed to the blue garden gate on Datchet Road and then on to the main playground

Between 6.30pm and 7.00am please proceed to the school main blue gates and assemble in the main car park.

Do not stop to collect personal belongings.

Ensure children have adequate supervision when transferring from Old Bank House to the Fire Assembly Point.

Do not re-enter the building until you are told it is safe to do so by a senior member of staff.

4.b. User Guide for Redcare Fire Alarm system

The school's fire alarm engineers are Elite Fire Protection Ltd, Unit 9810 Egham Business Village, Crabtree Road, Egham, Surrey TW20 8RB and our system is connected to the BT Redcare Service.

Listed below are instructions and telephone numbers to assist both parties in event of any problems, including a fire alarm activation, and with the general maintenance of the monitored alarm systems.

If you require assistance, or need an Elite Engineer to attend:

WORKING HOURS CONTACT: Tel: 01784 220040

OUT OF HOURS CONTACT: Tel: 0844 3352147

1. Clearly identify name, location/site, telephone number and nature of the problem.
2. Clearly identify
 - a) Name
 - b) Location
 - c) Type of System
 - d) Telephone Number
 - e) Nature of problem

Should there be a delay of more than 45 minutes in responding, then redial 0844 3352147.

If for any reason you are unable to obtain a satisfactory response from the above number, please inform one of the Elite team on **07904 123159**.

TO CARRY OUT A WEEKLY FIRE ALARM TEST OR TO PUT THE FIRE ALARM SYSTEM OFF LINE CONTACT THE MONITORING STATION EMCS ON TEL NO: 0844 809 9980 QUOTING MAIN SCHOOL CHIP NUMBER "SAINT" AND/OR OLD BANK HOUSE CHIP NUMBER "GEORGE".

AFTER THE TEST PLEASE CONTACT EMCS TO ASK THEM TO CONFIRM WHAT SIGNALS HAVE BEEN RECEIVED AND TO RETURN THE SYSTEM TO NORMAL.

4.c. Fire Fighting Appliance Guidance

ONLY COMPETENT TRAINED STAFF SHOULD OPERATE FIRE FIGHTING EQUIPMENT

1. Sound the Alarm – before doing anything else.
2. If you are competent to fight a fire, make certain you have the correct extinguisher– never take risks.
3. Always keep an exit directly behind you so you can evacuate.
4. Do not fight a fire if you are not sure what is burning or you have any doubt about using the equipment.

WATER

RED Extinguisher.

CLASS A FIRES

- For Use on Wood, Paper, Fabric, Textiles and similar fuels
- MUST NEVER be used on Flammable Liquids or Electrical Equipment**

CO₂

BLACK Extinguisher (or red with black label)

CLASS B FIRES

- For use on Flammable Liquids and Electrical Equipment

POWDER

Blue Extinguisher (or red with blue label)

CLASS A, B & C FIRES

- For use on Flammable Liquids, Electrical Equipment, Wood, Paper, Textiles and Fabric

FOAM

CREAM Extinguisher (or red with cream label)

CLASS A & B FIRES

- For use on Flammable Liquids, Wood, Paper, Fabric, Textiles and Similar fuels
- MUST NEVER be used on Electrical Equipment**

EMPLOYEE DECLARATION

Please sign if you have read and understood the contents of the Fire Policy & Procedures document.

If you have any questions please speak direct to the Business Director or Assistant Bursar who will be happy to advise you further.

Declaration

I have read and understood the contents of the St George’s School, Windsor Castle Fire Policy & Procedures.

Sign..... Print name.....

Position or Job Title.....

Date.....

Reviewed: Business Director March 2017

Next review: August 2017