



FIRE SAFETY POLICY, PROCEDURES AND RISK ASSESSMENT POLICY

PART 1: FIRE SAFETY

INTRODUCTION

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the School, in 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 safety policy, procedures and risk assessments at Mayfield 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 safety policy is kept under regular review by Governors and the SMT.
- The fire safety policy is promulgated 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.
- 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
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

The Deputy Head Pastoral is responsible for ensuring that:

- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- Records are kept of all fire practices, including night practice evacuations from boarding accommodation.

EMERGENCY EVACUATION NOTICE

All new staff and pupils, all contractors and visitors are shown the following notice:

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 assembly point on the area of hard standing above the car park.
3. If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The School Office will summon the Emergency Services if they are required. Out of School hours this will be done by the house mistress whose house is closest to the fire.
5. Take the register of your class as soon as you reach the assembly point.

6. Contractors should confirm that all their staff can be accounted for.
7. Report anyone who is missing immediately to the senior member of staff present (usually the Deputy Head Pastoral) who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services..
8. Remain at the assembly point with your pupils until the all clear is given.

PART 2: FIRE SAFETY PROCEDURES

BRIEFING NEW STAFF AND PUPILS

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the School's emergency evacuation procedures on their first day at Mayfield School. Staff are required to learn and rehearse the evacuation routes available from their place of work. 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 offer fire awareness INSET training, including the basic use of fire extinguishers, to all staff during their first term. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

SUMMONING THE FIRE BRIGADE

In the event of a fire alarm being sounded the Bursar, Domestic Bursar and/or Head of Maintenance will, without putting themselves at risk, attempt to confirm or otherwise that the alarm is the result of a fire in the School buildings. Only when the existence of a fire has been confirmed will the Fire and Emergency Services be called.

Out of School hours, in the event of a fire alarm sounding, the Deputy Head Pastoral or senior house staff present will take charge, summoning the Fire and Emergency Services only when the existence of a fire has been confirmed.

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. They are made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point.

When large numbers of visitors are at the School for open days, plays, concerts, exhibitions etc 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.

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 conducting a head count on arrival at 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 Deputy Head Pastoral or, in his/her absence, the senior member of staff present. It is the responsibility of that individual 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

We have at least one trained Fire Marshal in every boarding house. Fire Marshals are generally members of the non-teaching staff, such as Technicians, Matrons and Maintenance staff who do not have specific duties in the event of fire or other emergency for looking after pupils, (although members of the teaching staff may also opt to be trained as Fire Marshals). All Fire Marshals are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Fire Marshals receive regular refresher training.

FIRE PRACTICES

We hold one fire practice every term at Mayfield School. We also practice a night-time evacuation of the boarding houses every term. This, combined with a programme of inducting new staff and pupils with emergency escape procedures helps to ensure that the School can be safely evacuated in the event of a fire.

FIRE SAFETY CHECKS

Appendix A provides a list of checks that must be undertaken daily in the boarding houses. Housemistresses should ensure that these checks are carried out although there is no requirement for the checks to be recorded.

Appendix B is a list of weekly checks that should be carried out and recorded on the sheet. Housemistresses should keep the records in the boarding houses so that they are available for inspection. Some of the checks should be carried out by the maintenance department. Housemistresses should contact the maintenance manager to arrange for this to happen.

Appendix C is a list of periodic checks that are required no more than monthly. Housemistresses should keep the records in the boarding houses so that they are available for inspection. These checks should be carried out by the maintenance department. Housemistresses should contact the maintenance manager to arrange for this to happen.

FIRE PREVENTION MEASURES

We have the following fire prevention measures in place at Mayfield School:

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type) and 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 closures that are activated by the fire alarms are fitted on some doors in the main School building.
- The master panels for the alarm systems are located in the entrance halls of each building and show the location of a fire. They are fitted with an uninterrupted power supply (UPS).
- Keeping fire routes and exits clear at all times. The duty caretaker is responsible for unlocking the buildings in the morning, when s/he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency light work, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Maintenance Department, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Monthly checks of fire doors, automatic door closures and emergency lights,
 - Six monthly professional check on fire detection and warning equipment,

- An annual service of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers and hoses.
- Records of all tests are kept in the Maintenance Department.
- Plans of all buildings, showing the location of fire hydrants, gas and electricity shut off points are displayed in red folders just inside the entrance of each building. These are maintained by the domestic bursar.

Electrical Safety

- Electrical wiring in the School is subject to regular tests. The School uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- Regular portable appliance testing takes place. A member of the Maintenance Team has been trained in this role.
- Records of all tests are kept in the Maintenance Department.
- The duty chef checks that all kitchen equipment is switched off at the end of the day.

Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested by a specialist contractor.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests on kitchen equipment are kept in the catering department. All other records are kept in the Maintenance Department.
- Landlord's gas safety certificates are held for all School domestic accommodation.
- 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.

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 cupboards.

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 he/she has read and understood the School's fire safety policy and procedures. A member of School staff is always on call when the School is let or hired for an outside function or event.

PART 3: 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

Fire risk assessments have been produced by the School's professional Health and Safety advisor for each area of the School. These risk assessments are reviewed annually by the Domestic Bursar and the Maintenance Manager.

Copies of School's fire risk assessments are in the Policy section of the School's network (J:\Policies & Procedures\Fire Risk Assessments) 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 their area.

Appendix A to Mayfield School Fire Safety Policy

Boarding House Fire Safety Checks

Daily checks

These checks do not need to be recorded.

Escape routes
Can all fire exits be opened immediately and easily?
Are fire doors clear of obstructions?
Are escape routes clear?
Fire warning systems
Is the indicator panel showing 'normal'?
Are whistles, gongs or air horns in place?
Escape lighting
Are luminaires and exit signs in good condition and undamaged?
Is emergency lighting and sign lighting working correctly?
Firefighting equipment
Are all fire extinguishers in place?
Are fire extinguishers clearly visible?

Appendix B to Mayfield School Fire Safety Policy - Boarding House Weekly Fire Safety Checks

Leeds/Connelly/Gresham/St Dunstans

..... Term 201...

Week commencing														
Escape routes (boarding house staff to check)														
Do all emergency fastening devices to fire exits (push bars and pads, etc.) work correctly?														
Are external routes clear and safe?														
Fire warning systems (maintenance staff to check)														
Does testing a manual call point send a signal to the indicator panel?														
Did the alarm system work correctly when tested?														
Did staff and other people hear the fire alarm?														
Did any linked fire protection systems operate correctly? (e.g. magnetic door holder released)														
Escape Lighting (maintenance staff to check)														
Are charging indicators (if fitted) visible?														
Firefighting equipment (maintenance staff to check)														
Is all equipment in good condition?														

Additional items from manufacturer's recommendations.												
Six-monthly checks												
Fire warning system												
Has the system been checked by a competent person?												
Escape lighting												
Do all luminaires operate on test for one third of their rated value												
Additional items from manufacturer's recommendations												
Annual checks												
Escape lighting												
Do all luminaires operate on test for their full rated duration?												
Has the system been checked by a competent person?												
Firefighting equipment												
Has all firefighting equipment been checked by a competent person?												

