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PART 1: INTRODUCTION

1.1. Scope

This policy is applicable to all School premises and details the approach to the control of risk from fire.

1.2. Policy Objectives

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the school to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

1.3. Approach to Risk

Risk Description	Potential Severity	Mitigation	Residual Risk
Fire risks not understood or managed	High	Annual fire risk assessment by external consultant. Follow-up to complete all recommendations	Tolerable
School community, including visitors, not aware of how to respond to a fire event	High	Clear policies in place. Inductions and regular fire drills. Visitor procedures in place.	Tolerable
Lack of fire detection and alarms in buildings	High	Fire detection systems in all buildings. Linked to online monitoring. Serviced quarterly. Tested weekly.	Tolerable
Fire detection and alarms do not work	High	All system professionally serviced quarterly and tested weekly. Weekly service records held.	Tolerable
Fire risks not assessed and managed	High	Annual fire risk assessment by external assessor. Safety Officer follow-up on all recommendations	Tolerable
Incorrect storage of flammable materials	High	All flammable or combustible materials are correctly stored in specially designed containers	Tolerable
Combustible materials stored in high fire risk areas	High	Fire risk assessment in place; careful controls of combustible materials and storage in appropriate containers	Tolerable
Electrical equipment not tested for fire safety	High	Annual PAT testing. Staff made aware of the need to alert the Site Team to any potential electrical defects	Tolerable
Lack of portable fire-fighting equipment	High	Portable fire-fighting equipment is provided according to the prevailing regulations. This is serviced annually. Staff have received training in its use.	Tolerable

1.4. Guidance

The school has in place procedures for:

- Carrying out fire risk assessments;
- Preventing fires;
- Evacuation in the event of a fire;
- Maintaining and checking all fire detection, alarm and fighting systems.

The Bursar has responsibility for maintaining and ensuring the local implementation of the school fire procedures; for making and maintaining a 'fire map' of the school premises, showing places of high risk and the precautions put in place by the school. Copies of these maps are brought to the attention of all employees and others who may be affected by:

- Posting a copy of the fire map on notice boards;
- Bringing the fire map to the attention of all employees, contractors and visitors, etc during all training and site induction sessions;
- Providing at least one trained Fire Marshal in every building. All Fire Marshals are trained to provide "safety assistance" in the event of a fire. Fire Marshals receive regular refresher training.

1.5. Responsibilities

The various responsibilities associated with fire protection are summarised below and expanded at Appendix 1.

Role	Responsibility
All staff	• To be conversant with this policy • Take active measures to reduce fire risks
Staff with responsibility for children	• Escorting their pupils safely out of the building in silence and in an orderly fashion; • Conducting a head count on arrival at the assembly point, and; • Ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the member of the Emergency Response Team at their assembly point
Governors	• Ensure compliance with the relevant fire regulations
Headmaster	• Ensuring fire safety for the school community
Bursar	• Ensuring that the policy is up to date • Ensuring that compliance obligations are met • Reporting to the SMT and Governors as appropriate
Operations	• Ensuring servicing of fire alarm and detection systems, and portable fire-fighting equipment • Ensuring PAT testing
Safety Officer	• Acts as the School Fire Officer • Ensuring a fire risk assessment is conducted annually • Training and liaison with Fire Wardens • Liaison with Fire Service in emergency
Deputy Head	• Ensuring that fire drills are conducted for Years 3 - 8
Head of Pre Prep	• Ensuring that fire drills are conducted for the Pre Prep
Site Manager	• Ensuring weekly checks of all fire alarm detection systems
Lodestone House General Manager	• Kitchen fire safety
Caretaker	• Providing out of hours first point of contact and response in the event of a fire alarm sounding or a fire event
Front Office Staff	• Ensuring that all visitors are made aware of on-site H&S and fire safety arrangements
Fire Wardens	• Carry out and record regular fire checks in their designated area of the school • Accounting for staff in the event of a fire evacuation

PART 2: FIRE RISK ASSESSMENT

2. Fire Risk Assessment Arrangements

All of the School premises will be subject to a fire risk assessment which will be conducted by an external consultant. The person undertaking the assessment should liaise closely with the Safety Officer.

The fire risk assessment will be subject to an internal review every year and updated by an external consultant every year. This review and / or update will be more frequent if significant changes are made to the interior of buildings, or if new buildings are bought or added. A copy of the fire risk assessment is available from the Safety Officer. Employee attention will be brought to any hazards found in the assessment.

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work. Specifically, the fire risk assessment 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.

PART 3: FIRE PREVENTION

3. Fire Prevention Arrangements

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the Bursar, Safety Officer, Site Manager and Heads of Department will:

- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including hazardous substances etc);
- Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
- Maintain awareness through training and refresher training of the preventative steps that need to be taken;
- Consult regularly with the Fire Wardens;
- Include fire prevention and evacuation procedures during the induction process with all new starters, and:
- Pay close attention to the activities of contractors as appropriate, particularly during maintenance and building works.

3.1. Electrical Safety

- The school has current electrical test certificates for all its buildings. NICEIC qualified Electrical Engineers are used to inspect and maintain electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- Portable appliance testing takes place annually.

- Records of all electrical tests are kept by the Site Manager/Events and Operations Co-ordinator, with the latter being responsible for organising these.
- The technicians and, later in the day, cleaners check that all Scientific and Engineering equipment is switched off at the end of the school day.
- Many computers, projectors, printers and electronic whiteboards are set to switch off automatically when not in use.
- Staff are not permitted to charge any electric scooters or bikes on the premises at any time due to the potential fire risk.

3.2. Lightning Protection

All lightning protection and earthing conforms to BS 6651-1999. It is tested annually by a specialist contractor. Records of all tests are kept in the Maintenance Department and on the school's compliance database.

3.3. 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 Maintenance Department and on the school's compliance database.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily by the Science Technician to ensure the central gas supply is turned off.

3.4. Safe Storage

All flammable materials used in teaching, maintenance or housekeeping are locked in purpose-made, flameproof containers at the end of every day.

3.5. Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the rubbish compound on Leyspring Drive.
- Combustible materials used in teaching, catering, maintenance, and caretaking are stored in flame proof cupboards.
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PART 4: FIRE EVACUATION

Fire Action Information (including plan)
St Faiths Fire Plans
St Faiths Fire Appliances

4.1. Emergency Evacuation Notice

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

Emergency Evacuation 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. The School Office or Caretaker will summon the Emergency Services if the alarm sounds for a genuine incident and they are instructed to by a member of the Emergency Response Team. 3. If the fire alarm is activated, all staff, pupils and other occupants of the building must respond immediately. 4. If a pupil is not in a classroom when the alarm sounds, he/she must leave the building by the nearest marked escape route and go to their designated assembly point - the hard playing area to the rear of Southfield (Southfield, Edenfield, Keynes, Ashburton, Leyspring and Firwood) or the Tennis Courts (School House, Newton Buildings and Sports Hall). 5. If you are teaching a class, take any class register you have with you. Class registers will also be available at the assembly points if needed. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you. 6. Pupils should leave quietly with you. No one should talk or run. Make your way to your assembly point. 7. If you have a disabled person in your class, you should move him or her downstairs, using one of the special evacuation chairs. Evacuation chairs are located in Keynes, Ashburton, Firwood, School House, Leyspring and the Sports Hall. 8. Take the register of your class as soon as you reach your assembly point. 9. Report anyone who has been unable to evacuate from a building or who is missing, immediately to the member of the Emergency Response Team at your assembly point, who will inform the Fire Brigade. 10. Remain at the assembly point with your pupils until the all-clear signal is given. 11. Staff not with pupils, visitors and contractors must immediately leave the building (shutting doors and windows where possible) by the nearest exit, without stopping to collect personal belongings, and assemble at their designated Assembly Point. 12. The building/s should not be re-entered until staff are notified it is safe to do so by the Fire Brigade and the senior member of staff in charge. 13. If the building cannot be reoccupied following an evacuation, the school's emergency response and business continuity plans will be implemented.

PART 5: FIRE SAFETY PROCEDURES

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity 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 St Faith's are designed to help our community to respond calmly and effectively if fire breaks out in one of our buildings.

All our new staff (teaching and non-teaching) and pupils are given a briefing on the school's emergency evacuation procedures during their induction-training period. They are shown the locations of emergency exits and escape routes and are walked to the outside assembly points. Fire action notices are displayed on the walls of all rooms and in 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 – pupils, staff and visitors 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

and at three-yearly intervals as part of the regular training cycle for all staff. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

5.1. Visitors and Contractors

All visitors and contractors are required to sign in at the School Office, where they are issued with a visitor's badge, which should be worn at all times when they are on school property. They are made aware of the emergency evacuation notice listed in Part 4 of this policy.

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, the staff's responsibility for pupils and the assembly area that they should use in the event of the fire alarm/s sounding. This may also be done by using visual signs on digital / presentation screens.

5.2. Disabled Staff, Pupils or Visitors.

We have a special one-to-one induction on fire safety for disabled pupils and their carers and for disabled members of staff.

The completion of a Personal Emergency Evacuation Plan (PEEP) will be considered for disabled staff, pupils or visitors where reasonable adjustments cannot be put in place to enable the person/s to evacuate the school building/s on their own accord. These are reviewed annually.

All teaching staff, and carers of disabled pupils, are also trained in the use of the purpose-built lightweight stairway evacuation chairs, which are specially designed for moving disabled people downstairs in an emergency. Chairs are in the following places:

- Top of Keynes stairs
- On the upper landings of Ashburton Hall
- Top of the stairs on the first floor in Leyspring
- Top of the stairs on the first floor of Firwood
- At the top of the stair well between Newton and the Sports Hall
- On the first floor of School House
- First floor of Southfield

Please note that lifts must not be used in the event of a fire.

5.3. Responsibilities of Teaching Staff

Teaching staff are responsible for:

- Escorting their pupils safely out of the building in silence and in an orderly fashion.
- Conducting a head count on arrival at the assembly point, and;
- Ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the member of the Emergency Response Team[1] at their assembly point.

It is the responsibility of the School Safety Officer or in their absence another member of the Emergency Response Team to ensure this information is passed to the Fire and Emergency service as soon as they arrive.

[1] Senior Management Team, Safety Officer

5.4. Fire Practices

We hold one fire practice for each part of the site every term at St Faith's. This, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Wardens in every building, helps to ensure the school can be safely evacuated in the event of a fire.

5.5. Fire Prevention Measures.

We have the following fire prevention measures in place at St Faith's.

5.6. Escape Routes and Emergency Exits.

- There are at least two escape routes from every building.
- If there is a part of a building that has only one escape route, a risk assessment will be made.
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires Extinguishers (of the appropriate type) and smoke/heat detectors are in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel and are automatically activated when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Automatic door closures 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 outside the school office and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS).
- Alarms sound in all parts of every building. In the following areas they are supplemented by visual alarms (red flashing lights):
    - Soundproofed music practice rooms.
    - Recording studio.
    - Food preparation areas.
    - Shower areas.
    - The Engineering workshop.
    - Disabled WCs (Keynes, Southfield Room 37, Sports Hall, Ashburton).

- Fire routes and exits are kept clear at all times. The Caretaker is responsible for unlocking the buildings in the morning, when they remove bolts, padlocks and security devices from all emergency exits. The Caretaker and Fire Wardens also check that escape routes are not obstructed, and the emergency lights work. Any defects are reported to the Site Manager and Safety Officer.

5.7. Fire Alarm Testing

All fire alarms are tested weekly, both in term time and during holiday periods, (and all tests and defects recorded) and monthly visual checks are carried out of fire doors, automatic door closures and emergency lights. This is the responsibility of the Site Manager.

5.8. Due Diligence Checks

The Site Manager arranges for an ISO9001 certified/BAFE[2] approved contractor to carry out:

- Professional checks of emergency lights on a quarterly, six monthly and annual basis.

[2] British Approvals for Fire Equipment

- Quarterly service of fire alarms (25% checked each service)
- An annual service of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers and hoses.

Records of all the above tests are kept by the Site Team and on the school's compliance database. Plans are available showing the location of fire hydrants, gas and electricity shut off points.

5.9. Letting or Hiring the School

In the event of lettings or hirings, our standard contractual terms that we use cover fire safety and specifies that the hirer should be aware of the school's fire safety procedures.

APPENDIX 1: FIRE SAFETY ORGANISATION AND RESPONSIBILITIES

Role	Responsibility
All staff	• To be conversant with this policy • Take active measures to reduce fire risks
Staff with responsibility for children	• Escorting their pupils safely out of the building in silence and in an orderly fashion; • Conducting a head count on arrival at the assembly point, and; • Ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the member of the Emergency Response Team at their assembly point
Governors	• Ensure compliance with the relevant fire regulations
Headmaster	• Ensuring fire safety for the school community
Bursar	• Ensuring that the policy is up to date • Ensuring that compliance obligations are met • Reporting to the SMT and Governors as appropriate
Events & Operations Co-ordinator	• Ensuring servicing of fire alarm and detection systems, and portable fire-fighting equipment • Ensuring PAT testing
Safety Officer	• Act as the School Fire Officer • Ensuring a fire risk assessment is conducted annually • Training and liaison with Fire Wardens
Deputy Head	• Ensuring that fire drills are conducted for Years 3 - 8
Head of Pre Prep	• Ensuring that fire drills are conducted for the Pre Prep
Site Manager	• Ensuring weekly checks of all fire alarm detection systems
Caretaker	• Providing out of hours first point of contact and response in the event of a fire alarm sounding or a fire event
Front Office Staff	• Ensuring that all visitors are made aware of on-site H&S and fire safety arrangements • Assist in accounting for pupils and staff in the event of a fire evacuation
Fire Wardens	• Carry out and record regular fire checks in their designated area of the school • Accounting for staff in the event of a fire evacuation

Role of the School Safety Officer

The Safety Officer is responsible for ensuring that:

- The Fire Safety Policy is kept under regular review by Governors and the SMT.
- The Fire Safety Policy is communicated to the entire school community.
- Everyone in the school (including visitors and contractors) are notified of the school's fire procedures and where they should assemble in the event of a fire.
- Records are kept of the fire induction training given to new staff, fire wardens and pupils.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.

- Fire risk assessments are regularly reviewed and updated. St Faith's has a professional fire risk assessment which is updated every year, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.
- 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.

Responsibilities of Fire Wardens

We have at least one trained Fire Warden in every building. All Fire Wardens are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Fire Wardens receive regular refresher training.

Fire Wardens are generally members of the non-teaching staff, such as Technicians, Maintenance and Administrative 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 Wardens. Fire Wardens are also responsible for carrying our regular fire safety checks in their area of the school. The findings of these checks are reported termly to the Safety Officer, who maintains a record.

Responsibilities of all adults on site

A system of accounting for adults' presence on site is in operation by the school (EntrySign). The system tracks whether staff of all categories (part-time, peripatetic, full-time) and visitors/contractors are on site. It is the responsibility of all adults to use the system when they arrive on or leave the school site. In a fire emergency or drill it is the responsibility of the school office staff to take the designated mobile device to the assembly area to enable access to the data, which may also be accessed through designated emergency mobile phones.

On no account should anyone return to a burning building.

References

A. Handbook for the Inspection of Independent Schools
B. Part II of the Regulatory Reform (Fire Safety Order) 2005
C. "Fire Safety and Fire Risk Assessment" Ecclesiastical Risk Services Ltd guidance note
D. "Fire Safety: Managing School Facilities" DCSF Guidance, (www.gov.uk/dfe)
E. Fire Safety Risk Assessment for Educational Premises (2006)
F. Fire Safety Risk Assessment: Sleeping Accommodation
G. Education Funding Agency "Fire risk during school maintenance or building works" (Nov 2016)