



Dodderhill School

FIRE RISK POLICY

INTRODUCTION

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 Dodderhill 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 Mrs P Lewis (Bursar) and Mr S Beavan (Site Manager) are the designated School Fire Safety Managers, who are 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.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- 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.

EMERGENCY EVACUATION

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 safe exit.
2. If you are with a class, make them leave quietly with you.
 - No one should talk or run.
 - Make your way to the assembly point on the school playing field.
 - Do not take anything with you
 - Do not allow the pupils to take anything with them
 - Shut doors and windows behind you.
3. The School Office will summon the Emergency Services if the alarm sounds and take all registers to the fire assembly point.
4. Take the register of your form as soon as you reach the assembly point.

5. Form Lists for absent form teachers will be distributed to 'surplus' staff by secretaries
 6. Report anyone who is missing immediately to the Bursar/Site Manager who will inform the Fire Brigade. *On no account should anyone return to any building until given permission by the Fire and Emergency Services.*
 7. Remain at the assembly point with your pupils until the all clear is given.
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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 Dodderhill School. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. 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 training, to all staff. 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

The School Office is manned between 8.00am and 6.00pm during weekdays throughout the year, apart from the Christmas closedown. The master panels that shows the location of all the alarm call points on the networked alarm system in the school buildings are physically located

1. outside the senior school office.
2. by the main door of the junior school

The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once.

VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge that details fire and emergency procedures. The badge 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 plays, concerts 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.

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.

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 taking a register 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 Bursar/Site Manager. It is the responsibility of the Bursar/Site Manager 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 Fire Marshal in every building. Fire Marshals are generally members of the non-teaching staff, although members of the teaching staff may also be a Fire Marshal. All Fire Marshals are “competent persons”.

FIRE PRACTICES

We hold one fire practice every term at Dodderhill School. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of Fire Marshals in every building helps to ensure that the school can be safely evacuated in the event of a fire.

FIRE PREVENTION MEASURES

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

Escape Routes and Emergency Exits

- There are at least two escape routes or a protected fire route from every part of all the buildings
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type), smoke/heat detectors, are located in every building (Except for the Science Labs and Coach House- installation scheduled for end Summer 2010). 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 selected doors in or leading onto escape routes.
- The master panels for the alarm system are located outside the senior office and by the main door to the junior school and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS)

- Keeping fire routes and exits clear at all times. The Site Manager is responsible for unlocking the buildings in the morning, when he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency lighting works and for reporting defects.

Testing & Checks

- Half Term checks of fire doors, automatic door closures and emergency lighting
- Testing all fire alarms weekly and recording all tests and defects.

These are the responsibility of the Site Manager, who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:

- Annual professional check on fire detection and warning equipment,
- An annual service of alarms, smoke detectors, emergency lights, and fire extinguishers.
- Records of all tests are kept in the Site Manager's office in the Maintenance Department.
- Displays in corridors, theatre scenery, stage curtains and props and gym "crash" mats are treated with fire retardant spray.
- Plans showing the location of gas and electricity shut off points are kept in the fire evacuation file taken to assembly point by the secretaries.

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations and meet the requirements of BS7671 IEE wiring regulations.
- Regular portable appliance testing takes place. A qualified contractor carries this out.
- Records of all tests are kept in the Site Managers office in the Maintenance Department.
- The Lab Technician checks that all Scientific equipment is switched off at the end of the school day.
- All computers, projectors, printers and electronic whiteboards have been set to switch off automatically every evening and during holidays and weekends.
- All staff are responsible for switching off classroom computers when they have finished using them.

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 Site Managers office in the Maintenance Department.

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 Site Manager's office in the Maintenance Department.
- 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 they have read and understood the school's fire safety policy and procedures. The site manager or the Bursar 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

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

The Bursar and the Site Manager have conducted risk assessments of all the room, laboratories, corridors, stairs, sports buildings etc of Dodderhill School. They update the document every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added.

Copies of Dodderhill school's fire risk assessments are on the health and safety section of the "Staff Shared Area" 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.