

HOLLAND HOUSE SCHOOL



12b - FIRE SAFETY POLICY

Applicable to all years, including the EYFS

Date of last review	February 2024
Date of next review	February 2026
Ratified by the governors	March 2024

INTRODUCTION

In accordance with its organisational values the Board of Governors of Holland House School, 1 Broadhurst Avenue, Edgware, Middlesex, HA8 8TP (hereafter referred to as the premises) recognise that it is imperative that they provide an environment for pupils, visitors and staff that is maintained safe from the effects of fire, at all times.

The Regulatory Reform (Fire Safety) Order 2005 (hereafter referred to as the RRO) is identified as the current primary fire safety legislation in England and Wales and to this end the standard of fire safety arrangements required to conform to this legislation will be the **minimum standard** provided at Holland House School. The Board of Governors will strive to achieve a fire safety provision that exceeds this standard, provides resilience to the property itself and facilitates the minimum possible risk to its insurers.

SUPPORTING DOCUMENTATION AND LINKED POLICIES

The Regulatory Reform (Fire Safety) Order 2005

The ISSRs

Health Safety and Security policy

FIRE SAFETY ARRANGEMENTS:

Fire safety arrangements will be considered in two distinct aspects, the first being prevention of a fire from occurring and then protective active and passive fire safety systems will be provided within the premises to ensure all persons are able to make their exit. Fire safety management provision will be established to monitor, review, revise and maintain effective application of the principles of prevention along with suitable servicing and maintenance of fire safety systems and protective measures in the premises. Relevant information will be provided to all employees and bespoke training will be given to persons who have a specific responsibility (competent persons) for fire related matters at the site.

Specific details of the preventative and protective fire safety measures are contained within the fire risk assessment document.

The Site Manager -Fire Marshal- holds

POLICY REVIEW

This fire safety policy and its addendums will be reviewed on a 2-yearly basis unless there is reason to believe they require more urgent amendment as a consequence of a fire risk assessment review or enforcement activity.

FIRE RISK ASSESSMENT

A fire risk assessment document has been produced for the buildings on the site and is maintained current. Control and rectification of the matters contained within the significant findings of this document are the subject of an ongoing fire safety business /action plan for the site. This document is part of the fire risk assessment and is also maintained current.

The Site Manager is the Fire Safety Officer and will undertake a review of the fire risk assessment on an annual basis unless there is cause to review it as a consequence of changes covered within article 9 of the RRO in the meantime. The School also engages a professional fire risk assessor to examine our processes and procedures.

RESPONSIBLE PERSON

The Board of Governors of Holland House School is considered to be the responsible person as defined under article 3 Of the RRO.

COMPETENT PERSON

The School's Site Manager has completed Fire Safety and Fire Warden training. In addition, the School engages an external Health and Safety Advisor with reference to specialist advice, when necessary.

RESPONSIBILITIES IN RELATION TO FIRE SAFETY MATTERS

The following responsibilities are hereby nominated in relation to providing suitable fire safety arrangements at Holland House School: These roles are also considered to be competent persons (**except the governors who are responsible persons as a corporate group**) in regard to the provision of fire safety arrangements in accordance with the RRO.

Board of Governors - To maintain suitable fire safety arrangements at the premises in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Site Manager - To maintain Holland House School premises and the activities carried on within it in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005. As far as can reasonably be expected utilising the management responsibilities, budgetary controls and reporting lines of the role. This includes reporting to the Governors in relation to fire safety matters each term, recommending fire safety training for all staff and arrangement/rehearsal of fire evacuation each term. The role will also provide checks and 'sign off' of all fire safety arrangements (This document is contained within the fire log book).

The Site Manager will work with the Headmistress to engage competent persons, as necessary, to assist in this role.

Staff with a management responsibility:

To ensure all staff for whom they have a management responsibility undertake fire safety training commensurate with their role at Holland House School in a timely manner on at least an annual basis and to ensure staff undertake their roles in relation to fire safety matters in an efficient and effective manner.

All Staff:

Have a responsibility to undertake their role in a manner that supports the fire safety arrangements at Holland House School in accordance with the training that they have been given.

FIRE SAFETY TRAINING

Governors at Holland House School:

A briefing in relation to management of fire safety matters at Holland House School including an explanation of roles and responsibilities, via the Governor(s) who attends the termly Health & Safety Committee meeting.

School staff

Fire safety in education training is completed every 3 years, via an e-training service, which covers:

- The nature of fire
- Fire risks
- Use of fire extinguishers
- What to do in the event of a major fire
- The Site Marshall also covers yearly reminders in Fire Extinguisher recognition, location and use.

Site Manager as Fire Marshal

Specific Fire Marshal training is provided, which covers:

- Roles and responsibilities of Fire Marshals
- The importance of effective fire safety procedures
- The legal position and the requirement for effective safety management systems that demonstrate statutory compliance.
- Fire policy and procedure
- The systems required to ensure the safety of vulnerable people such as employees or visitors with disabilities.
- Top five fire hazards and how to manage them in a safe and effective way.
- The different classes of fire and their meanings
- How to prevent the spread of fire
- Fire measures, drills, signage and fire detection to aid in the safe evacuation of a building
- Use of firefighting equipment.

Fire Drills in school

Exit routes are clearly displayed in each classroom.

At the start of each term, Form Teachers walk the routes with their class. A termly fire drill is held, during the school day, under the supervision of the Fire Marshal. Each term, the drill varies slightly for example:

Autumn Term	Announced drill, straightforward evacuation, route A
Spring Term	Unannounced drill, route A blocked
Summer Term	Unannounced drill, missing child/mobility impaired child

Staff are also given basic training at INSET about how to help a mobility impaired pupil out of the building in the event of a fire, even if there is no such child on the school roll at that point in time.

TESTING AND MAINTENANCE OF FIRE SAFETY SYSTEMS

The testing and maintenance detailed above will be recorded in the fire log book by the person undertaking the relevant test or audit. Chubb maintain our fire systems quarterly.

Fire safety systems will be maintained in accordance with the following:

1. Fire alarm systems will be tested by manual operation of a different fire alarm call point on a weekly basis.
2. All emergency lighting units will be function tested on a monthly basis.
3. All fire doors will be tested to ensure that they are not wedged open and to ensure they close firmly.
4. All exit doors will be tested to ensure that they operate upon a single action and without the aid of a key.
5. All portable firefighting equipment will be confirmed in their relevant positions according to the fire safety plan on a monthly basis.
6. The fire alarm will be serviced by Chubb at suitable intervals in accordance with British standard 5839 part 1
7. The emergency lighting will be serviced by a competent contractor at suitable intervals in accordance with British standard 5266 part 1.
8. Portable firefighting equipment will be tested and serviced annually, by a competent contractor, in accordance with the provisions of British standard 5306 part1.
9. All repairs to active or passive fire safety equipment will be undertaken by competent persons.
10. All automatic hold open devices will be tested on a weekly basis in association with the fire alarm tests.

The following fire safety related provisions will be subject to identification by suitable marking of individual units:

- All doors nominated as a fire exit have signage above
- Fire alarm call points and fire detectors.
- All fire doors

- Portable firefighting equipment

All portable electrical appliances will be subject to an annual Portable Appliance Test (PAT) and will be subject to suitable asset management.

All fixed electrical equipment will be subject to regular testing by a competent person in accordance with current IEE regulations this includes any lightning/earth facilities.

The filters and extraction provision in the cooker extraction unit will be cleaned by a competent contractor on a yearly basis and the unit itself will be maintained in accordance with the daily kitchen cleaning regime. Only competent contractors will be engaged to undertake work on any fire related systems and any work that affects such systems will be documented in the fire safety log book so as to provide a clear audit trail.

MONITORING FIRE SAFETY ARRANGEMENTS:

The arrangements detailed within the fire safety responsibilities and maintenance section above provides the framework for suitable monitoring of fire safety arrangements at the site. However, fire safety matters have an extremely dynamic element and all relevant information staff at the site become aware of, should be passed directly to the Site Manager in a timely fashion in order that it can be duly considered and acted upon within a suitable time frame.

PORTABLE FIREFIGHTING EQUIPMENT

It is a fundamental aspect of this policy that pupils, visitors or staff will not seek to extinguish any fire which occurs at the premises unless it is necessary to evacuate. This position is underpinned by the fact that Holland House School will not seek to train staff to use firefighting equipment to fight a fire. It will merely make staff familiar with the type and use of the portable firefighting equipment provided. This position is based on the fact that relative safety in the premises (in case of a fire) will be available on all occasions without recourse to firefighting action by staff.

FIRE EMERGENCY PLAN

It is recognised that the fire service do not undertake a functional role in the evacuation of any occupants of premises. In light of this, the action of staff, in the event of a fire, must be to ensure that all pupils are able to move to a location of ultimate safety (outside and away from the premises) through the school gate and along the footpath, which is considered to be the designated fire assembly point. (This location should be varied in accordance with conditions that prevail at the time).

All visitors are presented with the fire and evacuation instructions, and are expected to evacuate the premises immediately the fire alarm operates. The fire service will be called (999) via the telephone system whenever it is suspected that a fire has occurred.

The fire emergency plan is based around the current fire alarm system at the site:

The Fire Emergency Plan must be initiated whenever the fire alarm operates or a fire is suspected and continue in operation until all persons in the premises are safe from the effects of fire.

1. Anyone discovering a fire should break a fire alarm call point and make their exit immediately from the building by the nearest fire exit route.
2. All persons hearing the fire alarm should make their exit immediately from the building by the nearest fire exit route.
3. If a fire is discovered or suspected the site manager (or other senior available person) must contact the fire service immediately via a 999 call. (If it is a false alarm activation, persons should be allowed back into the building and details of the cause of the alarm entered into the fire log book).
4. All staff must assist the evacuation of the premises.
5. Each part of the School has two fire evacuation routes.
6. Each classroom has written emergency evacuation routes, highlighting the evacuation point.
7. Those responsible for a class should ensure that the children leave quietly with no running. Paper registers are in each classroom and should be taken by the teacher.
8. Staff must undertake a role call at the fire assembly location. A print out from the Inventory Sign-In Solutions systems will be made to assist with this during the hours in which the school office is manned.
9. The fire service must be met at the site by the Site Manager. The fire service will be briefed immediately with the details of any persons believed to be missing and give the details of the location of the incident. The fire service will be directed to the nearest point of entry to the premises and provided any further assistance, as required.
10. Once the fire service have confirmed that the fire has been extinguished/incident has been made safe the building can be re-occupied but only on the instructions of the site manager once he has liaised with the Headmistress to ensure all areas provide a safe environment.

DANGEROUS SUBSTANCES

To reduce risk, there are no dangerous substances stored in or near school teaching accommodation premises. Any dangerous substances are stored in designated areas and controlled in accordance with Dangerous Substances and Explosive Atmosphere Regulations which is based on minimum quantities being held and stored in suitable facilities.

POLICY REVIEW AND REVISION

This fire safety policy and its addendums will be reviewed on an annual basis by the Site Manager and Headmistress with reference to specialist advice (if necessary) from an external Health & Safety advisor. Unless there is reason to believe they require more urgent amendment as a consequence of a fire risk assessment review, enforcement activity or other relevant information.

Following the review phase, the policy will be amended as necessary and reissued.

PROMULGATION OF THIS POLICY

All staff/governors will be briefed (during governor, staff / team meetings and a record will be made of this fact), as soon as possible after it has been amended.