

HOLLAND HOUSE SCHOOL

12b - FIRE SAFETY POLICY

Responsibility	Headmistress & School Site Manager
Date of last review	November 2017
Date of next review	November 2018

CONTENTS

INTRODUCTION	3
FIRE SAFETY ARRANGEMENTS:	3
POLICY REVIEW	3
FIRE RISK ASSESSMENT	3
RESPONSIBLE PERSON	4
COMPETENT PERSON	4
RESPONSIBILITIES IN RELATION TO FIRE SAFETY MATTERS	4
Board of Governors.....	4
Site Manager.....	4
Staff with a management responsibility:.....	4
All Staff:.....	4
FIRE SAFETY TRAINING.....	5
Governors and Senior Managers at Holland House School:	5
Nominated Staff	5
All other school staff	5
Site Manager	Error! Bookmark not defined. 5
TESTING AND MAINTENANCE OF FIRE SAFETY SYSTEMS	6
MONITORING FIRE SAFETY ARRANGEMENTS:	7
PORTABLE FIREFIGHTING EQUIPMENT.....	7
FIRE EMERGENCY PLAN	7
DANGEROUS SUBSTANCES.....	8
POLICY REVIEW AND REVISION	8
PROMULGATION OF THIS POLICY	8
APPENDIX 1	9

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.

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.

POLICY REVIEW

This fire safety policy and its addendums will be reviewed on an annual 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.

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

Croner has been engaged by Holland House School to be the competent person responsible for providing strategic, tactical and operational fire safety guidance to the Board of Governors of Holland House School and any other staff (commensurate with their role) in relation to all matters covered under the RRO.

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 and they should be contained within the job description of the roles identified below: 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 a quarterly check audit 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

Fire safety training will be delivered to the following staff via e-training and advice from Croner and recorded (in the fire log book).

Governors and Senior Managers 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.

Nominated Staff – Headmistress, Deputy Head, Head Chef

- Basic principles of prevention and protection from fire, including focus on a school environment.
- Familiarisation of types and practical use of firefighting equipment.
- Explanation, execution and management of the Fire Emergency Plan.
- Familiarisation training in relation to the fire alarm panels at the premises.

All other school staff

Basic principles of prevention and protection from fire, including focus on a school environment.

- Familiarisation of types of firefighting equipment.
- Explanation and familiarisation of the Fire Emergency Plan.

Site Manager as Fire Marshal

The fire safety training provided will include all aspects of the fire training above and in addition will include the following syllabus:

- Monitoring of fire safety arrangements.
- Fire safety legislation- basic concepts.
- Responsible/Competent/ Relevant Person principles.
- Basic roles and responsibilities relating to fire safety legislation.
- Emergency action plans: managing fire evacuation and fire warden 'sweeping' techniques.
- Preventative measures.
- Arson/wilful fire setting identification and controls.
- Human behaviour in fire /evacuation situations.
- Principles affecting means of escape design.
- Basic Compartmentalisation.
- Assistance to the fire service.

- Emergency lighting principles (maintained/non maintained types).
- Fire alarm systems and provision of automatic detection.
- Fire signage: Types and recommended locations.
- Firefighting equipment: Types of extinguishers/specific usage and mode of operation.
- The fire triangle and elements of combustion and fire spread.
- Testing and recording of active and passive fire safety systems.
- Fire safety competence assessment.

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:

- Fire alarm systems will be tested by manual operation of a different fire alarm call point on a weekly basis.
- All emergency lighting units will be function tested on a monthly basis.
- All fire doors will be tested to ensure that they are not wedged open and to ensure they close firmly.
- All exit doors will be tested to ensure that they operate upon a single action and without the aid of a key.
- All portable firefighting equipment will be confirmed in their relevant positions according to the fire safety plan on a monthly basis.
- The fire alarm will be serviced by Chubb at suitable intervals in accordance with British standard 5839 part 1
- The emergency lighting will be serviced by a competent contractor at suitable intervals in accordance with British standard 5266 part 1.
- Portable firefighting equipment will be tested and serviced in accordance with the provisions of British standard 5306 part1. By Fire Stop Solutions annually.
- All repairs to active or passive fire safety equipment will be undertaken by competent persons.
- 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 six monthly 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 evacuation of any occupants of premises and 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 will be 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.

- 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.

- All persons hearing the fire alarm should make their exit immediately from the building by the nearest fire exit route.
- 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).
- All staff must assist the evacuation of the premises.
- Staff must undertake a role call at the fire assembly location. The visitor's book, staff sign in/out book and pupil sign in/out book should be taken to the fire assembly point to assist with this.
- 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.
- 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 Croner. 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.

FIRE ROUTES – September 2017

YEAR 2

Route A

At the sound of the fire buzzer the teacher will ask the children to line up at the door. The teacher must lead the class down the main stairs, on the right-hand side. When entering the playground turn right, go down the stairs and into the playground. When in the playground at the assembly point the class lines up and teachers will be given a print-out of the register which they must check once the class has lined up.

Route B

At the sound of the fire buzzer the teacher will ask the children to line up at the door. The teacher must lead the class. If the main stairs are blocked the teacher will follow years 5 & 6 through the ICT room & go down the front stairs to the front door. The teacher will exit the school through the front door and lead the class to the school gate.

ART / DRAMA / MUSIC ROOM

Route A

At the sound of the fire buzzer the teacher will ask the class to line up at the classroom door. The teacher must lead the class down the main stairs, on the right-hand side, when entering the playground turn right, go down the stairs and into the playground. When in the playground at the assembly point the class lines up and teachers will be given a print-out of the register which they must check once the class has lined up.

Route B

At the sound of the fire buzzer the teacher will ask the children to line up at the door. The teacher must lead the class. If the main stairs are blocked the teacher will follow years 2, 5 & 6 through the ICT room & go down the front stairs to the front door. The teacher will exit the school through the front door and lead the class to the school gate.

YEAR 3

Route A

At the sound of the fire buzzer the teacher will ask the class to line up at the classroom door and remind the last child to inform Year 4 that the whole class has evacuated the classroom. The teacher must lead the class out to the main stairs, walking on the right-hand side, and follow Year 2 down into the playground. When in the playground at the assembly point the class lines up and teachers will be given a print-out of the register which they must check once the class has lined up.

Route B

At the sound of the fire buzzer the teacher will ask the children to line up at the door. The teacher must lead the class. If the main stairs are blocked the teacher will use year 2 class room & go down the front stairs to the front door. The teacher will exit the school through the front door and lead the class to the school gate.

YEAR 4

Route A

At the sound of the fire buzzer the teacher will ask the class to line up at the classroom door. The teacher will then ask the class to follow Year 3 to the playground. The teacher will follow the class checking Years 3, 2 and Art / Drama/ Music room. When in the playground at the assembly point the class lines up and teachers will be given a print-out of the register which they must check once the class has lined up.

Route B

At the sound of the fire buzzer the teacher will ask the children to line up at the door. The teacher will then ask the class to follow Year 3. The teacher will follow the class checking Years 3, & Art / Drama/ Music room. The Classes will exit the school through the front door and lead the class to the school gate.

ICT ROOM

Route A

At the sound of the fire buzzer the teacher will ask the class to line up at the classroom door. The teacher will then lead the class down the left-hand side of the main stairs to the playground. Once entering the playground, turn left and walk down the slope to the assembly point. Classes line up and the register is checked.

Route B

At the sound of the fire buzzer the teacher will ask the class to line up at the door. If the main stairs are blocked the teacher will lead the class out the through the other door & down the stairs to the front door. The teacher will exit the school through the front door & lead the class to the gates.

YEAR 5

Route A

At the sound of the fire buzzer the teacher will ask the class to line up at the classroom door and remind the last child to inform Year 6 that the whole class has evacuated the classroom. The teacher must lead the class down the main stairs, walking on the left-hand side. At the playground door the children are expected to turn left and walk down the slope to the assembly point. When in the playground at the assembly point the class lines up and teachers will be given a print-out of the register which they must check once the class has lined up.

Route B

At the sound of the fire buzzer the teacher will ask the children to line up at the door. The teacher must lead the class. If the main stairs are blocked the teacher will tell the years 6 teacher who will lead the class through the ICT room & down the front stairs to the front door. The teacher will exit the school through the front door and lead the class to the school gate.

YEAR 6

Route A

At the sound of the fire buzzer the teacher will ask the class to line up at the classroom door. The teacher will then ask the class to follow Year 5 down the main stairs, walking on the left-hand side, to the playground. The teacher will then follow the class checking Year 5 and the toilets, closing all doors on the way out. At the playground door the children are expected to turn left and walk down the slope to the assembly point. When in the playground at the assembly point the class lines up and teachers will be given a print-out of the register which they must check once the class has lined up.

Route B

At the sound of the fire buzzer the teacher will ask the children to line up at the door. The class will follow year 5. If the main stairs are blocked the year 5 teacher will tell the years 6 teacher who will lead the class through the ICT room & down the front stairs to the front door. The teacher will exit the school through the front door and lead the class to the school gate.

STAFFROOM

If there are any members of staff in the staffroom when the fire buzzer sounds, they should make their way down the stairs and help Years 3 and 4 to exit the building.

When all the registers have been checked any missing child **must be reported immediately** to the Headmistress or Fire Marshall.

- The teachers must stay with their class at all times.
- No one should go back into the school until they have been told it is safe to do so.
- If it is necessary the playground gate will be opened and the teachers will lead their class down the street away from the School.

RECEPTION CLASSROOM

Route A

At the sound of the fire buzzer the teacher will take ask the class to line up at the Fire Exit door. The teacher will then take the class out to the playground. When in the playground at the assembly point the class lines up and teachers will be given a print-out of the register which they must check once the class has lined up.

Route B

At the sound of the fire buzzer the teacher will take ask the class to line up at the Fire Exit door. If for any reason their exit is blocked, the teacher will take the class out through the other door and head for the front door.

YEAR 1 CLASSROOM

Route A

At the sound of the fire buzzer the teacher will take ask the class to line up at the Fire Exit door. The teacher will then take the class out to the playground. When in the playground at the assembly point the class lines up and teachers will be given a print-out of the register which they must check once the class has lined up.

Route B

At the sound of the fire buzzer the teacher will take ask the class to line up at the Fire Exit door. If for any reason their exit is blocked, the teacher will take the class out through the other door and head for the front door

SCHOOL OFFICES

At the sound of the fire buzzer leave the Offices and make your way to the playground via the main entrance.

KITCHEN

At the sound of the fire buzzer turn off the gas and leave the kitchen via the Fire Exit. If appropriate, please assist teacher in School Hall to evacuate the children.

FIRST-AID

At the sound of the fire buzzer leave the first-aid area via the Main Entrance. En-route to the Main Entrance staff member to check the toilets and Reception and Year 1 classrooms to ensure all pupils are evacuated.

SCHOOL HALL

At the sound of the fire buzzer the teacher will ask the children to line up at the Fire Exit door at the back of the Hall leading directly onto the playground. The teacher will then lead the children into the playground and line them up at the Assembly Point. Kitchen staff will assist with evacuation.

PLAYGROUND

At the sound of the fire buzzer the teacher and staff on duty will ask the children to line up at the Assembly Point area. The teacher and staff on duty should stay with the children in the playground until each Form Teacher has arrived to take charge of their class. No one is permitted to enter the School building, even to retrieve a child as the staff inside the building will check the site is clear.

When all the registers have been checked any missing child **must be reported immediately** to the Headmistress or Fire Marshall.

- The teachers must stay with their class at all times.
- No one should go back into the school until they have been told it is safe to do so.
- If it is necessary the playground gate will be opened and the teachers will lead their class down the street away from the School.