

NOTRE DAME SCHOOL FIRE POLICY AND PROCEDURES UPDATE INCL HOLIDAYS

NOTRE
DAME
SCHOOL



1. Objectives

The objectives of this policy are:

- To ensure that staff, students, contractors and visitors on School premises are safeguarded from injury, ill-health or death in the event of fire.
- To ensure that staff, students, contractors and visitors on School premises know what to do in the event of fire.
- To have arrangements, systems and procedures in place to minimise the risk of fire starting and fire spreading.
- To reduce the potential for fire to disrupt School business, to limit any damage to premises or harm the environment.
- To ensure the School complies with relevant fire legislation and standards, including:
 - The Regulatory Reform (Fire Safety) Order 2005
 - The Management of Health and safety at Work Regulations 1999
 - Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)
 - COSHH
 - Any other appropriate regulations

2. Responsibilities

The Governors are ultimately responsible for ensuring that the School complies with all statutory fire safety requirements and that appropriate policies, procedures and checks are in place and are reviewed from time to time.

The Executive Head and the Bursar will ensure that these policies and procedures are implemented and adhered to across the School.

The Bursar is responsible for fire safety management across the School including the provision of fire training to all staff.

The Executive Head and the Bursar will ensure that fire practices are conducted, to effectively prove evacuation procedures, at appropriate intervals, but at least termly and recorded and records retained.

The Premises Manager is responsible for ensuring that up-to-date fire risk assessments are in place for School buildings; the installation and maintenance of fire detection and warning systems; fire-fighting equipment; emergency signage and lighting; adequate means of escape from buildings; ensuring that dangerous substances and materials are stored in the required manner, and that fire crews are made aware of the type, location and quantities of such substances; ensuring means of access for emergency services is provided at all School buildings in the event of fire.

The Premises Manager is responsible for giving information on our fire procedures to those that hire parts of the School for meetings, clubs, social events, etc.

The Premises Manager is responsible for issuing the "Hot Work" permit.

The Premises Manager is responsible for taking charge at the Fire Assembly Point, receiving reports and others, noting any missing people or areas not searched and reporting these to the Fire Evacuation Controllers and/or Fire Brigade Officers. If the Premises Manager is not present

the responsibility will be carried out by the Bursar.

The **Premises Manager** or **Caretaker** are responsible for establishing control and communications at the evacuation point; gathering information; liaising with the emergency services and ensuring the safe collection of students from the School.

Heads of Department and Heads of Support are responsible for ensuring that fire issues are included in room risk assessments. They must ensure, where relevant to their department that dangerous substances and explosive materials are stored in the required manner under the relevant regulations, and risk assessments are carried out in their areas; making their staff and students aware of fire hazards and local emergency procedures; consulting with the Executive Team and Premises Manager on major changes to use of space or work which may compromise the fire integrity of buildings.

Project Managers for new building works or modifications to existing buildings must ensure that the requirements of relevant fire legislation and standards are considered early in the planning and design stages of the work and that the proposed building or modification work meets those requirements. They must also monitor that Contractors minimise fire and explosion risks of their work on School premises by following safe working procedures and any particular precautions and procedures required by Notre Dame School due to the nature or location of the work being undertaken.

The Nurse is responsible for compiling the Personal Emergency Evacuation Plans for students with relevant disabilities. The Nurse must ensure that the Premises Manager is aware of all disabled students on site and is provided with a copy of each of their PEEPs.

Line Managers are responsible for compiling PEEPs for staff with relevant disabilities.

All staff will attend or complete any fire safety training assigned to them; training may include online training.

All staff and students must take care not to put themselves or others at risk.

We require all staff to work safely; in the context of fire safety staff are required to:

- Always follow the evacuation procedure when the fire alarm is raised
- Make sure they understand the evacuation procedure for their area
- Provide assistance to those persons who have PEEP
- Not prop open fire doors
- Not use door wedges in unoccupied rooms
- Not damage or misuse firefighting equipment
- Not obstruct walkways and fire exit routes
- Report any fire safety hazard via the Estates Helpdesk as soon as they become aware of it
- Ensure appropriate storage of flammable, oxidising and combustible materials
- Keep their work place tidy ensuring that any materials which may help spread of fire are kept away from sources of heat or fire
- Ensure that any electrical equipment brought to School is PAT tested prior to use
- Sign in every time they arrive on site and sign out when they leave the premises. The School operates a digital Signing in/out System (SignIn App) which staff access via their phones, a signing in device located within School Office or web browser (SignIn App Companion)

3. Arrangements

Fire Risk Assessment of Buildings

- The Premises Manager arranges for fire risk assessments to be carried out on each School building. The assessment is reviewed annually or when there are significant changes to the Estate.
- Emergency plans for each building and the school site are drawn up by the Senior Leadership Team, taking account of the findings of the fire risk assessments.
- Fire risk assessments and emergency plans are regularly monitored and updated as necessary.

Fire Detection, Alarm Installations and Fire Fighting Equipment

- Arrangements for the maintenance, inspection, examination and testing of fire-fighting fire detection, alarm installations and fire-fighting equipment are made by the Premises Manager.
- Visual checks on fire-fighting equipment are carried out during the monthly inspections by maintenance staff and recorded on Smartlog.

Risk Assessment of Activities

- Schools and Offices must include fire issues in risk assessments of their activities, including research and student projects, conferences and open days, and other activities arranged or hosted by them on or off Campus. Control measures must be implemented to minimise any risks from fire or explosion.
- Risk assessments must be reviewed at least annually and updated as necessary following any change in activity, process or location.
- Monthly visual assessments will be carried out by the Estates team to ensure that walkways are kept clear of obstruction and tripping hazards.
- There must be a risk assessment completed for any event where visitors are on site. The risk assessment must include the process for ensuring visitors are made aware of the fire evacuation procedures.

Training and Instruction

- New staff and student induction training for action in the event of a fire is given by line managers and appropriate academic staff
- Task training specific to work or study activities including relevant fire issues and precautions is given by line managers and appropriate academic staff
- Training is given by the Premises Manager and School's Health & Safety Consultant.
- In general only Maintenance & Caretaking staff are trained in the use of fire extinguishers.
- Appropriate information on fire hazards, precautions and emergency arrangements is provided by the relevant School/Office to Contractors, visitors and relevant organisations.
- Information on fire evacuation procedures is given to students by heads of department.
- Written instructions for dealing with emergencies are kept in the school offices and Premises Manager's office.
- Fire escape route and fire exit signage and fire action notices are displayed at appropriate

locations in all School buildings

Monitoring by Inspections

- A generic classroom risk assessment is used for all non-specialist rooms. All specialist teaching rooms require a separate risk assessment, including fire risk assessment which must include fire issues in these inspections
- The Premises Manager and catering contractors' management carry out annual inspections of kitchens in catering outlets and include fire issues in these inspections
- Remedial actions are reported to the Estates Team via the Estates Helpdesk. A summary of inspection results and actions is included in School/Office annual Safety Statements.
- Fire Risk Assessments are carried out on an annual basis
- Fire alarms are tested weekly and the call points are tested weekly on a rotation basis.
- Fire extinguishers, emergency lighting, electrical and gas boilers are serviced annually.

Fire Evacuation Drills

- Premises Manager arranges fire evacuation drills for all School buildings at least once per term, and at different times of the day and week for relevant groups of staff and students.
- Fire drill reports and recommendations are sent initially to the Executive Head and discussed at Senior Leadership Team meetings; minutes of these meetings are sent to the school H&S Committee.
- The Premises Manager and the Executive Team have responsibility for evaluating the outcomes of practice drills and implementing any necessary changes to the system.
- The first drill of the year is carried out as soon as possible at the start of the autumn term so that all new pupils and staff are aware of the procedures.
- Arrangements should be made to vary the drills so that as many scenarios as possible are rehearsed.

Emergency Evacuation

- Emergency evacuation procedures are in place for all School buildings, with fire action notices displayed at appropriate locations.
- In the event of a fire alarm activation, everyone should leave the building immediately, go to the designated Assembly Point and remain there until the 'all clear' to return to the building is given by the **Premises Manager** or **Executive Team**. They are responsible for calling the fire services in the event of a confirmed fire situation.
- Staff and students with disabilities which may affect their ability to evacuate a building in the event of an emergency should follow the evacuation procedures agreed in their PEEP.

Reporting Fire Incidents

- Fire incidents are reported to the **Premises Manager** and **Bursar**.
- Fire alarm activation details for School buildings are held in the Premises Manager's Office.

FIRE EMERGENCY EVACUATION PROCEDURES

This section of the document details fire and emergency evacuation procedures for the premises. All staff, pupils (**including those in the EYFS**), visitors, hirers and contractors must ensure that they are familiar with these requirements.

Training on these procedures is provided to all staff and understanding of these procedures will be evidenced by their participation in the termly fire drills (section 8 below).

1. MUSTER POINTS

At all times, the primary muster point is located on the rear field adjacent to the statue.

The alternative muster points are as follows:

- a. the Stables Land by the pedestrian gate opposite car park 3
- b. children undertaking swimming lessons and those staff supervising at the time of a fire alarm will meet outside the pool building
- c. children and staff using the All-weather pitch, courts or Stables land will remain in-situ unless directed to move by the Estates Team.

If evacuating via car park 2 and it is deemed unsafe to use the gate to access the primary muster point, proceed directly to the Stables Land.

During School hours 8.30-4pm (4.10pm for Seniors)

- Prep pupils should remain in their class groups
- Senior pupils should line up in form groups

Outside School hours before 8.30 or after 4pm (4.10pm for Seniors)

- All pupils should remain with their activity leader (including aftercare)

Any staff onsite out of hours will proceed to the safest muster point listed above and make themselves known to the **Premises Manager or Bursar** notifying any absences of colleagues.

2. ACTION TO BE TAKEN WHEN FIRE ALARM SOUNDS

- All staff will immediately make their way to the nearest muster point (see 1 above):
- Any staff with a class will ensure that all pupils within their class are led to the appropriate muster point, swiftly and quietly through the nearest available exit point without running, and face away from the building.
- All doors must be closed where possible and door wedges removed when vacating rooms.
- When making way to the exit do not stop to collect possessions, coats, bags or go to the cloakroom.
- Staff members responsible for attendance registers should collect these and following arrival at the muster point distribute these to form staff.
- The Premises Manager or caretaker in their absence should investigate the cause and location of the alarm, and report to the Executive Team (Executive Head and Bursar), or an Assistant Head (Prep and Senior), the findings.
- If a fire is discovered the emergency services are automatically called and the Premises Manager, Caretaker will report this to the Executive Team or Assistant Heads in their absence, in order that the Critical Risk Incident Management Policy (CRIMP) can be initiated.
- In the case of a false alarm the monitoring company will be advised as soon as possible.

Senior Staff and Pupils

- Form staff should check the register and report to the Student Care Managers/Heads of Department who will in turn report to the Executive Head or Assistant Head teacher as correct, or the names of those missing. Should a pupil be missing, this should be cross referenced with other registers.
- In the Senior School Student Care Managers should check for Form tutors and Heads of Department (HoD) should check for departmental staff. Student Care Managers and HoD then report to the Executive Head teacher or Assistant Heads as correct, or the names of those missing. Should a member of staff be missing, this should be cross referenced the signing out book.
- Staff members should check for visitors.

Prep Staff and Pupils

- In the Prep School staff members responsible for visitors, teachers (this includes peripatetic teachers and Learning Support staff) and teaching assistants' attendance should report to the Head teacher and/or Assistant Head teacher that all personnel are present, or the names of those missing. Should a staff member or visitor be missing, this should be cross referenced with the register available from the Office Manager.
- Class teachers should check the register and report to the Executive Head or Deputy Head as correct, or the names of those missing. Should a pupil be missing, this should be cross referenced against the signing out book.

All staff including Catering staff and Visiting Music Teachers (VMTs)

- Staff, including catering staff and VMTs are accounted for using the evacuation module in SignIn App. Members of SLT, Heads of Support, IT staff and HoD assist with the process.
- Visitors to the school are checked against school visitors' log.

SCHOOL HOLIDAYS

During school holidays support staff, nursery staff and pupils, contractors and visitors are likely to be on site, and other term-time staff may also choose to work on site in holiday periods for example when preparing for the new term. If the fire bell rings everyone must evacuate the building using the nearest fire exit door.

All support staff must go to the blue railings outside nursery (not into the nursery building) to provide assistance, if needed, with the pupils.

Contractors and visitors must be advised of the muster point and the sound of the alarm.

Senior member of staff on site (Head of Support, Bursar, Nursery manager or IT Technician) will account for staff using the SignIn App. The Premises Manager or caretaker will liaise with the fire brigade.

3. LESS-ABLED PERSONS

- Less-abled pupils have their own school-issued Personal Emergency Evacuation Plan (PEEP). They will be evacuated through the nearest available exit to the muster point, assisted by the designated Estates Team member/s who hold a copy of their timetable.

- Disabled visitors are the responsibility of the staff member they are visiting. They will be evacuated through the nearest available exit to the muster point.
- Disabled staff have their own PEEP. They will be evacuated through the nearest available exit to the muster point.
- The evacuation from the building of any disabled person will be given first priority but may only be done so if the Estates Team are formally made aware of such.

4. ACTION ON DISCOVERING A FIRE

- On discovering a fire raise the alarm by activating the nearest available call point.
- Do not attempt to put out a fire with the fire extinguishers unless suitable training has been received. The priority is to evacuate the building.
- All other staff and visitors will follow the procedures detailed in section 2.

5. ROLL CALL

- Following evacuation of the building those with responsibilities for roll call should immediately check the registers for attendance as detailed in section 2.

6. VISITORS & CONTRACTORS

- All visitors and contractors must report to the appropriate member of staff, signing in the appropriate register on arrival and prior to leaving the premises.
- In the event of a fire evacuation the person hosting the visitor is responsible for escorting him/her to the muster point.
- Contractors, including any contract cleaners/caterers working on the premises, shall be informed of the fire and emergency procedures that apply including:
 - Action to be taken on hearing the fire alarm.
 - Fire evacuation procedures including means of escape.
 - Assembly points and name of person responsible for attendance recording and evacuation procedures.
 - The location of fire fighting equipment and the fire alarm call points in relation to the area of work.
- Hot works are not permitted on site without written consent from the Premises Manager (permit). To obtain a hot works permit a full risk assessment must be conducted and submitted, together with a full method statement, along with a safe system of work statement also in writing.
- Contractors' employees working on site unaccompanied, out of hours or at weekends, shall have read and understood these requirements, Furthermore, they will adhere to any prior agreements/arrangements made with school staff pertaining to their work/area.

7. HIRERS OF SCHOOL FACILITIES

- Hirers of school facilities must have read and understood these requirements, ensure that they are familiar with the emergency evacuation procedures, and the location of the muster point.
- Should an emergency evacuation occur out of hours, or during an event whereby the school facilities are hired out, the event organiser or hirer is responsible for following the procedures set out in this document.
- School facilities hirers must have a designated responsible person who will ensure that these procedures are adhered to and take control of an emergency further ensuring that the persons for which they are responsible for are evacuated safely from the building.

8. STAFF ABSENCES

- When a member of staff with a specific responsibility during an emergency evacuation is absent from work, their duties must be delegated to other personnel in advance so that they fully understand their role. This should be practiced during drills to further facilitate understanding of emergency procedures.
- If the Executive Head is absent, their duties are taken over by the Assistant Heads.
- If the Bursar is absent, their duties are taken over by the Premises Manager
- If the Premises Manager is absent their duties are taken over the Bursar or a caretaker.

9. SUMMONING THE FIRE & RESCUE SERVICE

- The fire detection system is linked to the emergency services and will automatically summon the fire brigade if activated.