

NOTRE DAME SCHOOL FIRE POLICY AND PROCEDURES

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 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, 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
 - Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)
 - COSHH

2. Responsibilities

The Governors are ultimately responsible for ensuring that the School complies with all statutory fire safety requirements. They may share this responsibility with the Heads and other senior managers.

The Estates 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 Estates Manager is not present the responsibility will be delegated to the **Operations Manager**.

The Estates Manager, **Operations Manager** or **Caretaker** and 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.

The Estates 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; periodic fire evacuation drills; 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.

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 Heads and Estates 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 Estates 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 must report any fire concerns or potential hazards to the Estates Team via the Estates Helpdesk immediately.

All staff and students must take care not to put themselves or others at risk, to follow instructions and to report any faults or shortcomings in fire safety arrangements. Everyone has a duty not to damage or deliberately misuse any equipment provided for fire safety

3. Arrangements

Fire Risk Assessment of Buildings

- The Estates Manager arranges for fire risk assessments to be carried out on each School building.
- 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 Estates 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 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 Estates 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 Estates Managers office.
- Fire escape route and fire exit signage and fire action notices are displayed at appropriate locations in all School buildings

Monitoring by Inspections

- Staff complete annual room risk assessments and include any fire issues in these inspections
- The Estates 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

- Estates Managers arrange 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 Heads and discussed at Senior Leadership Team meetings; minutes of these meetings are sent to the school H&S Committee.
- The Estates 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 **Estates Manager** or **Operations Manager**. 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 **Estates Manager**.
- Fire alarm activation details for School buildings are held in the Estates 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 **Estates Manager** or **Operations Manager** 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 Estates Manager or Operations Manager in their absence should investigate the cause and location of the alarm, and report to the Executive Team (both Head teachers and Bursar), or an Assistant Head (Prep and Senior), the findings.
- If a fire is discovered the emergency services are automatically called and the Estates Manager, Operations Manager or 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 Head of Year/Department who will in turn report to the Head teacher and /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 Heads of Year (HoY) should check for Form tutors and Heads of Department (HoD) should check for departmental staff. HoY and HoD then report to the Head teacher and /or Assistant Head teacher 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 are for visitors and Learning Support staff.

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 Head teacher and /or Assistant Head teacher as correct, or the names of those missing. Should a pupil be missing, this should be cross referenced against the signing out book.

Support and Catering staff

- Support staff are each allocated a fire team and are responsible for notifying the Bursar if any member of their team (and their visitors) are unaccountable for.
- The Catering Manager is responsible for catering staff and their visitors.

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 Estates 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 Head teacher is absent, their duties are taken over by the Assistant Head Teachers.
- If the Estates Manager is absent his duties are taken over by the Operations Manager. Should both be absent then responsibility is passed to 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.