



## FIRE SAFETY POLICY

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

**Policy reviewed by:** Jonathan Ritchie – Director of Estates and Facilities

**Review date:** 01/05/2023

**Submission:** 01/07/2023

**Version:** v6.0

**Policy actioned from:** 01/09/2023

**Next review date:** 01/07/2024

**Reviewer's Signature:** 

Please note: 'School' refers to Chatsworth Schools; 'parents' refers to parents, guardians and carers.

This is a whole school policy, which also applies to the Early Years Foundation Stage.

## POLICY AMENDMENT PAGE

<b>Date</b>	<b>Key Amendments</b>	<b>Version Number</b>	<b>Reviewed by</b>
11/01/2018	Policy Approved – Fit for use by schools.	v1.1	RG
01/09/2019	Annual Endorsement	v2.0	RNB
01/09/2020	Annual Endorsement	v3.0	RNB
01/09/2021	Hettle Andrews & Associates Limited added as an option under the Fire Risk Assessment heading on page 4	v4.0	RNB
01/09/2022	Law at Work removed as an option under the Fire Risk Assessment heading on page 4	v5.0	RNB
01/11/2022	Legal Requirements section updated to reflect that the Fire Safety (England) Regulations 2022 will replace the Regulatory Reform (Fire Safety) Order 2005 & will come into force on 1st January 2023	v5.1	RNB
17/03/2023	Legal Requirements section updated	v5.2	RNB
01/09/2023	Frequency of Fire Risk Assessment changed from 2-Yearly to 4-Yearly on page 4	v6.0	JR

## Introduction

Chatsworth Schools will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.

## Legal Requirements

The Fire Safety Act 2021 (the Act) received Royal Assent on 29 April 2021 and commenced on 16th May 2022. The Act amends the Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The Fire Safety (England) Regulations 2022 (the Regulations) have been introduced as an important step towards implementing the recommendations of the Grenfell Tower Inquiry Phase 1 report. The Regulations are being introduced under Article 24 of the Fire Safety Order and will come into force on 23 January 2023.

The Regulations apply to England only. The Regulations can be found at on the UK Government website - <https://www.gov.uk/government/publications/fire-safety-england-regulations-2022>

This Policy explains how the school complies with the Fire Safety Order to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

## Responsibilities

The School Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole school, with specific responsibilities as below:

- The Directors ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation;
- The Head has the ultimate responsibility for the implementation and management of this policy;
- The Bursar is responsible for the effective implementation of this Policy and its role within the School's Health and Safety Policy;
- The FSO places duties on the 'Responsible Person'. Certain day-to-day responsibilities can be delegated down to a 'duty holder'.
- All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk

The Responsible Person for the school is : Jeremy Smith

The Duty Holder for the school is: Andy Curtis

## Policy Objectives

- to safeguard all persons from death or injury in the event of fire by the effective management of fire safety
- to minimise the risk of fire and to limit fire spread
- to minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment

## Managing Fire Safety

The school has delegated day-to-day responsibility for managing fire safety to the 'duty holder' i.e. the Head of Site (at Chatsworth Schools, this is the Head of each school).

The Head of Site and the Site Manager will:

- Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting
- Provide and maintain in working order all firefighting appliances and devices including:
  - a) fire detection and alarm systems
  - b) emergency lighting systems
  - c) firefighting equipment
  - d) notices and signage relating to fire procedures
  - e) means of escape, taking into account the needs of any disabled users
- Carry out or arrange to have carried out a fire safety risk assessment on each of the school buildings to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments
- Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school;
- Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;
- Ensure that fire safety information is provided in all rooms and that formal signposting is provided throughout the site;
- Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;
- Liaise with third parties; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place;
- Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

## Monitoring

The school utilises the services of various outside personnel to carry out effective monitoring of its duties.

The fire detection and alarm system is maintained and checked by the schools' external provider. The alarm sounders are tested on a weekly basis by the Site Manager.

The emergency lighting is checked by the schools' external provider.

Notices and Signage are updated as and when required and checked monthly by the Site Manager.

Firefighting equipment is visually checked weekly by the Site Manager and extinguishers are replenished or replaced annually by the schools' external provider.

A Fire Log Book, which contains records of fire safety issues, is maintained by the Site Manager and located at each Site. These issues include:

- fire drills
- the storing of hazardous materials

- the inspection and testing of:
  - o fire detection and alarm systems
  - o emergency lighting systems
  - o firefighting equipment
  - o staff training records

## Fire Risk Assessment

The school does carry out a comprehensive fire risk assessment undertaken by Hettle Andrews & Associates Limited in cooperation with the Site Manager and the Heads of school for each of its buildings 4 yearly. These assessments are kept in the Fire Log File. Training for these people has been carried out and details are on the Single Central Register.

The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc., and where these people are likely to be located.

The fire risk assessment will be reviewed and amended annually, and more frequently if circumstances change, or if it is either no longer valid or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment, etc.) which may affect the spread of fire;
- Any change to the use of the premises which may affect the risk rating;
- Any change to work processes or work equipment which may introduce new fire hazards;
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

## Fire Safety Training

All staff receive basic fire safety induction training upon joining – advising of escape routes and evacuation procedure. All staff should receive updated training at reasonable intervals (annually) and more regularly, if the evacuation routes or firefighting equipment change. Records of all staff fire safety training should be kept by the named post holder (Responsible Person), for the purposes of identifying those who have not been trained recently, as well as for inspection.

Pupils are given instruction by their form tutors during the first week of each term on their actions to be taken in the event of a fire.

Fire drills are planned at least once each term to evaluate the effectiveness of the school's evacuation procedures. These drills will take place at different times of the day, so that pupils and staff know what to do at "unusual times of the day", such as during assembly, break time or just as school ends. The findings of the drill are reported to staff through the report by the Site Manager at the next staff meeting. Any conclusions and remedial actions are recorded and implemented.

Please see below for a list of staff fire safety training:

Name	Training	Date of Training
Jude Ing	Fire Warden	16-05-2021
Charlotte Norman	Fire Warden	27-04-2023
Sharon Leeves	Fire Warden	19-05-2021
Teresa Davies	Fire Warden	05-05-2023
Suzann King	Fire Warden	03-05-2023
Jolanta Bolse	Fire Warden	21-11-2021
Andy Curtis	Fire Marshall	16-03-2023
Jeremy Smith	Fire Marshall	16-03-2023

### Evacuation Procedures

The evacuation procedures, which are to be followed in the event of a fire alarm, are annexed to this Policy. This document details the responsibilities of staff and individuals during an evacuation and subsequent roll call. There are 2 members of staff at each site that have undergone Fire Warden training, details of which can be found in the Fire Safety record manual.

The document also includes specific Guidance on the Evacuation of Disabled Persons from the School Buildings.

### Interpretation

In this policy, the term “senior manager” means the School Head and their designated deputies.

This policy applies to all employees in all Schools (save for Schools with their own procedure which shall prevail) and other work environments within Chatsworth Schools.

This policy applies within all companies, which are wholly owned subsidiaries of Chatsworth Schools Ltd, a company registered in England, registered number 11552579.

The registered office of all companies is Crimea Office, The Great Tew Estate, Great Tew, Chipping Norton, Oxfordshire, OX7 4AH. Any enquiries regarding the application of this policy should be addressed to the Director of Information at the above address.

This policy does not form part of any employee's contract of employment and may be amended at any time.

## Appendix 1

EVACUATION PROCEDURE - (the signal is a continuous tone)

### BROUGHTON MANOR PREPARATORY SCHOOL

#### FIRE AND EMERGENCY EVACUATION PROCEDURES

##### IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU

- Activate the alarm using the nearest available break glass call point.
- The alarm is a continuous siren.

##### ON HEARING THE ALARM

- All staff, children and visitors must respond to alarm activations.
- Fire Marshall, Andy Curtis, to check the fire panel, if safe to do so, to check where the alarm has been activated.
- The emergency services will automatically be notified by the fire panel.
- The Fire Assembly Point is the **NURSERY GARDEN**, FOR ALL STAFF, CHILDREN AND PARENTS/VISITORS.

##### EVACUATION

- Evacuate staff, children and any parents/visitors. Be aware of children that have been out of class to the toilet or on errands when evacuating.
- Follow the evacuation plan to use the nearest available fire exit.
- If safe to do so, switch off lights and appliances and close doors behind you.
- Do not use the lift.
- Do not stop to collect belongings.
- Walk. Do not run.
- Remain calm.
- Leave the building by the nearest available exit, as suggested by the evacuation plan.
- Pupils, not in a classroom when the alarm sounds, must walk to the assembly point (Nursery Garden) leaving the building by the nearest marked fire exit.

##### ON ARRIVAL AT THE ASSEMBLY POINT

- Children must stand in their class group while staff take the register.

- Registers will be taken to the assembly points by office staff.
- Inform the Fire Marshall, Jeremy Smith, the names of persons unaccounted for. He will inform the Fire Service.
- Remain at the assembly point until instructed by the Fire Marshall, Jeremy Smith, or the Fire Service Authorities.
- Do not re-enter the building until instructed by the Fire Marshall, Jeremy Smith, or the Fire Service Authorities.

## **FIRE-FIGHTING**

- Only staff trained to use fire extinguishers should do so and only for small fires.
- Raise the alarm BEFORE attempting to tackle a fire.

## **EVACUATION ROUTES**

Please follow the green arrows on the evacuation plan for guidance. Please use the nearest escape route whenever possible.

Main school corridor:

Evacuate into the playground area. Exit the playground area via the closest gate into the Spinney, proceed ahead, through the wooden gates and onto the Nursery Garden.

Changing rooms, staff work area, staff room:

Evacuate via the staircase in between the changing rooms and the staff work area and out the fire exit. If in the Staff Room, evacuate via the fire escape. Proceed around the front of the building, through the gates of the nursery and onto the Nursery Garden.

Preparatory first floor:

Evacuate via the Music Room fire exit, along the gravel path, through the bush archway and onto the Nursery Garden. Alternatively, evacuate via the stairs next to the lift and straight out through the door next to the Assembly Hall. Finally, evacuate via the stairs next to the Art Room and out the door adjacent to the PrePrep playground.

Preparatory ground floor:

Evacuate via the fire exit next to the lift and proceed directly to the Nursery Garden. Alternatively, evacuate via the door adjacent to the PrePrep playground and proceed to the Nursery Garden.

Kitchen, Dining Hall and Nursery:

Kitchen staff to assist in the evacuation of children from the Nursery without entering the building. The assembly point is the Nursery Garden. Staff in the Dining Hall to evacuate children to the Nursery Garden.

## **GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS**



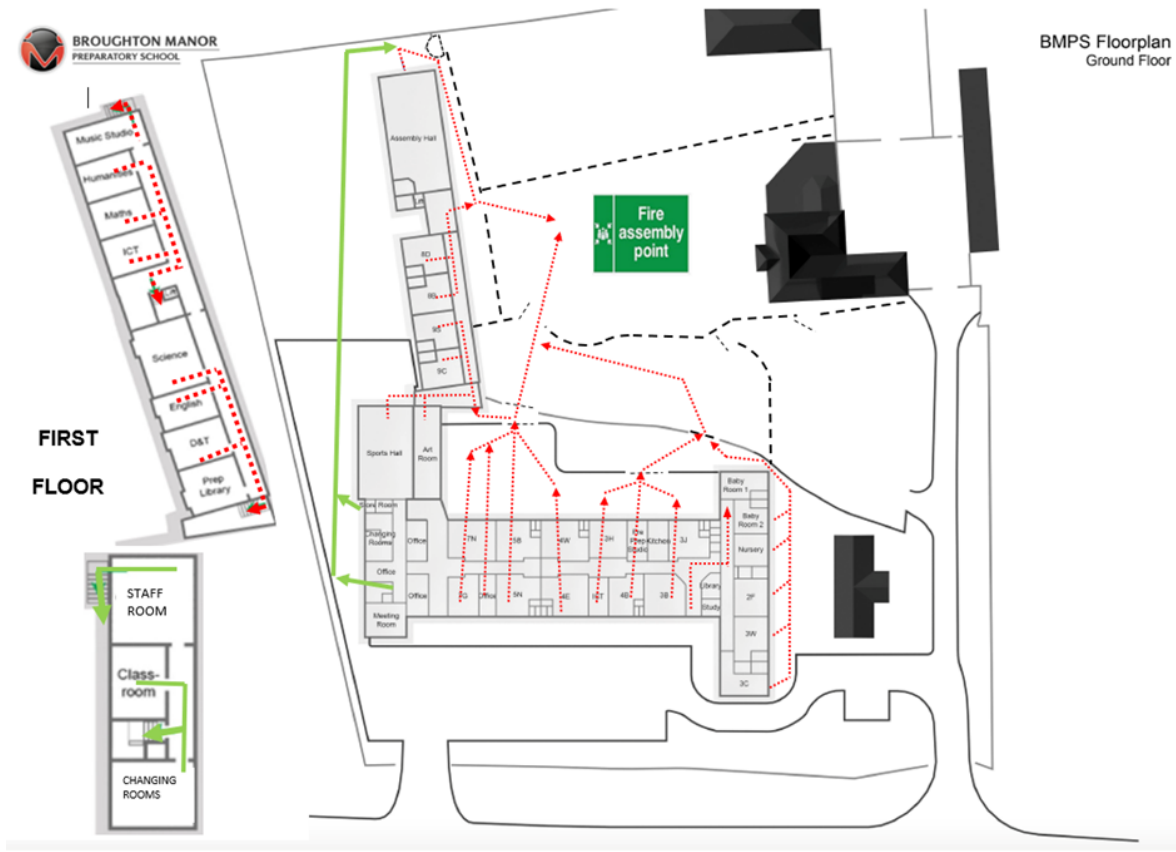
Staff/children with significant mobility impairment have a Personal Emergency Evacuation Plan (PEEP) and should follow the evacuation plan. If, on the first floor of Prep, wait with their nominated carer in the 'Safe Refuge' point for assistance.

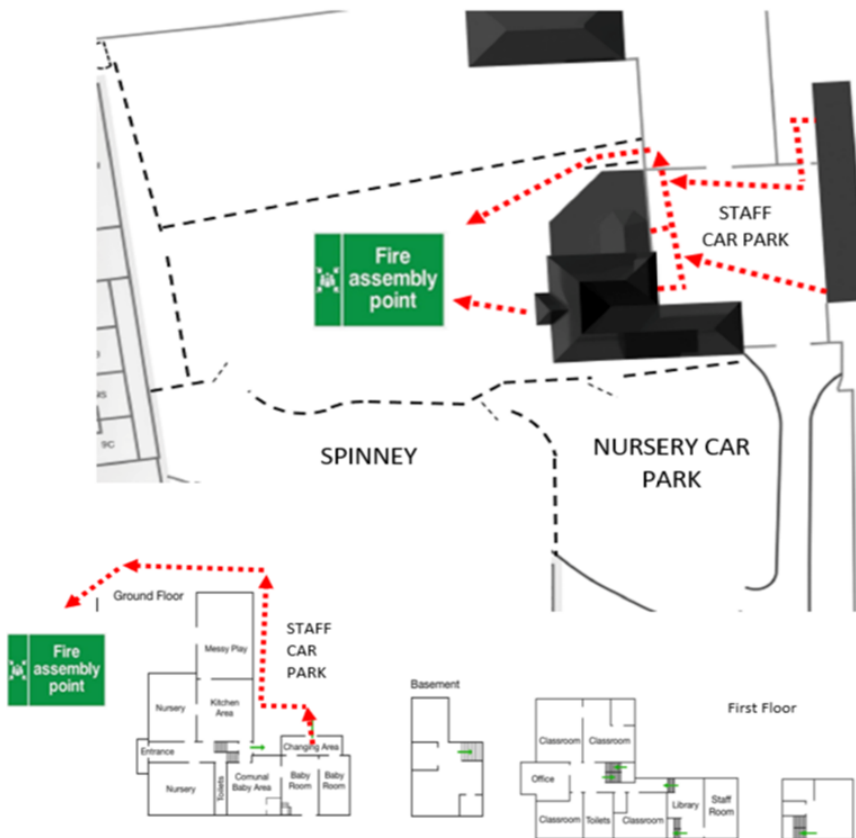
## **LATE WORKING**

If the fire alarm is activated after normal school hours, then people must evacuate the building via the nearest fire exit.

Telephone the Fire Marshalls, Andy Curtis and Jeremy Smith, and notify the Headteachers, Jeremy and Rachel Smith.

FIRE EXITS





**TYPES OF FIRE EXTINGUISHERS**



## Fire action

### On discovering a fire:

1. Operate the nearest fire alarm.
2. Contact Reception to call the Fire Brigade.
3. Proceed to the designated assembly point.

### On hearing the fire alarm:

1. Leave the building by the nearest available exit.
2. Close all doors behind you.
3. Report to the assembly point.

### YOUR ASSEMBLY POINT IS:

1. DO NOT take risks.
2. DO NOT stop to collect personal belongings.
3. DO NOT return to the building for any reason unless authorised to do so.

 <p style="text-align: center; background-color: #e67e22; color: white; padding: 5px; margin: 5px 0;"><b>WATER</b></p> <div style="background-color: #27ae60; color: white; padding: 5px; margin: 5px 0;"> <p>✓ For use on</p> <div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 5px;">A</div> <div>Wood, Paper, Textiles etc.</div> </div> </div> <div style="text-align: center; margin: 10px 0;">  </div> <div style="background-color: #e67e22; color: white; padding: 5px; margin: 5px 0;"> <p>Do not use on</p> <div style="display: flex; flex-direction: column; gap: 5px;"> <div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 5px;">B</div> <div>Flammable Liquid</div> </div> <div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 5px;">⚡</div> <div>Live Electrical Equipment</div> </div> </div> </div>	 <p style="text-align: center; background-color: #2980b9; color: white; padding: 5px; margin: 5px 0;"><b>Dry powder</b></p> <div style="background-color: #27ae60; color: white; padding: 5px; margin: 5px 0;"> <p>✓ For use on</p> <div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 5px;">A</div> <div>Wood, Paper, Textiles etc.</div> </div> <div style="display: flex; align-items: center; margin-top: 5px;"> <div style="font-size: 2em; margin-right: 5px;">B</div> <div>Flammable liquids</div> </div> <div style="display: flex; align-items: center; margin-top: 5px;"> <div style="font-size: 2em; margin-right: 5px;">C</div> <div>Gaseous fires</div> </div> <div style="display: flex; align-items: center; margin-top: 5px;"> <div style="font-size: 2em; margin-right: 5px;">⚡</div> <div>Live electrical equipment</div> </div> </div>	 <p style="text-align: center; background-color: #f1c40f; color: white; padding: 5px; margin: 5px 0;"><b>Foam</b></p> <div style="background-color: #27ae60; color: white; padding: 5px; margin: 5px 0;"> <p>✓ For use on</p> <div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 5px;">A</div> <div>Wood, Paper, Textiles etc.</div> </div> <div style="display: flex; align-items: center; margin-top: 5px;"> <div style="font-size: 2em; margin-right: 5px;">B</div> <div>Flammable liquids</div> </div> </div> <div style="text-align: center; margin: 10px 0;">  </div> <div style="background-color: #e67e22; color: white; padding: 5px; margin: 5px 0;"> <p>Do not use on</p> <div style="display: flex; align-items: center; justify-content: center;"> <div style="font-size: 2em; margin-right: 5px;">⚡</div> <div>Live electrical equipment</div> </div> </div>	 <p style="text-align: center; background-color: #34495e; color: white; padding: 5px; margin: 5px 0;"><b>CO<sub>2</sub></b></p> <div style="background-color: #27ae60; color: white; padding: 5px; margin: 5px 0;"> <p>✓ For use on</p> <div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 5px;">B</div> <div>Flammable liquids</div> </div> <div style="display: flex; align-items: center; margin-top: 5px;"> <div style="font-size: 2em; margin-right: 5px;">⚡</div> <div>Live electrical equipment</div> </div> </div> <div style="text-align: center; margin: 10px 0;">  </div> <div style="background-color: #e67e22; color: white; padding: 5px; margin: 5px 0;"> <p>Do not use in a confined space</p> </div>
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## Appendix 2

### Guidance on the Evacuation of Disabled Persons from the School Buildings

Students and employees with a disability should already have been identified and information held in the Fire Risk Log.

Having considered the risks, the Head of Site with SENDCO will propose specific procedures for assisting in the evacuation of persons with a known disability. A “buddy” will be appointed for any student or employee requiring assistance in an emergency evacuation. Where teachers have a student with a known disability, they must ensure that the student is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly.

Disabled staff must have identified themselves to the Head and any specific requirements must be addressed as soon as they are known.

### Specific Evacuation Requirements - Wheelchair Users/Persons with Mobility Difficulty

Wheelchair users or any person with difficulty walking (e.g. anyone temporarily using crutches) should wait until everyone else has left the room before making their way to the exit, assisted by their “buddy”, teacher or other third party, if required.

### Visitors with Disabilities

On arrival, disabled visitors to the School should be asked to identify any special requirements in the case of an emergency evacuation. The person hosting the visitor should ensure the visitor’s safety in the event of an emergency evacuation.

Wherever possible, (i.e. when on ground floors) all persons, including wheelchair users, should make their own way out of the building by utilising the fire escape routes. Whenever the route is blocked, or the person is above ground floor, wheelchair users must be either assisted by their “buddy”, teacher or another third party. When evacuating the upper floors of the buildings, anyone unable to leave without assistance should wait for assistance in the “Refuge” Corridor area<sup>1</sup>.

<sup>1</sup>The use of the term “Refuge” is intended to mean a place where people can safely wait for a period of time whilst the evacuation process is being undertaken. It is not a place to leave people for the duration of the alarm, but it has been selected for its additional protection from fire, meaning that it will remain a safe place to wait.

Lifts must NEVER be used during an emergency evacuation.