



Fire Policy		Associated Policies
<b>Last reviewed</b>	January 2021	Health and Safety Policy
<b>Next review</b>	<b>January 2024</b>	Critical Incident Management Policy
<b>Gov. sub-committee</b>	Health and Safety	Staff handbook
<b>Owner</b>	Bursar	

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## Fire Policy, Risk Assessment and Procedures

### Fire Policy Statement

This policy is to ensure risks from fire are identified and that arrangements are in place to control those risks and to enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

Evacuation procedures and fire practice drills are detailed below. All persons in the building must follow directions for evacuation. Visitors receive instructions at the point of signing into school.

The School has in place procedures for:-

- carrying out fire risk assessment;
- preventing fires;
- evacuation in the event of a fire;
- maintaining and checking all fire detection, alarm and fighting systems.

The Board of Governors and Senior Leadership Team are aware and acknowledge that the Covid-19 pandemic has changed the environment in which the school operates. They accept their responsibilities in following the additional guidance which is being issued by the Government and Public Health England in relation to the pandemic. An addendum has been added to this policy to outline the changes made to the management of fire prevention within Richmond House School during the pandemic whilst the rest of the policy refers to management of the school during "normal" times.

### 1. Responsibilities & fire prevention

The **nominated person** who has responsibility for maintaining and ensuring the local implementation of the School fire procedures is the **Bursar**.

**All staff** have a responsibility for fire safety and should ensure during day to day duties:

- compliance with the relevant fire and emergency procedures for the premises
- all fire exits, fire escape routes and fire-fighting equipment are kept free from obstruction at all times
- except for the purpose of fighting a fire, fire extinguishers or hose reels are not removed from their normal position. The use of any fire-fighting equipment must be reported to the Bursar / Headmaster or Caretaker
- internal fire doors are never propped open
- risks are eliminated and reduced, including that combustible materials are not be placed near sources of heat such as heaters or light fittings
- the no smoking rules in all buildings and on the grounds are strictly observed.
- work areas are tidy - rubbish and waste materials must not be allowed to accumulate except in suitable containers
- as far as is reasonably practicable, combustible materials shall be stored in cupboards or cabinets
- flammable substances are kept away from ignition sources and stored in a cool place when not in use
- vehicles are not parked in a manner likely to obstruct emergency exits or access to the building by fire appliances
- fire instruction notices are obeyed
- full participation in any fire drill; see staff handbook for fire procedures and fire practice
- after cooking food, cooking appliances are switched off. Cooking appliances shall not be left on and unattended
- any concerns regarding fire safety are reported to the Bursar or a member of the Senior Leadership Team
  - familiarisation with: -
    - the means of raising the alarm

- the evacuation procedures/means of escape from the building
- the action to take in case of a fire or the fire alarm sounding
- the location and method of operation of fire extinguishers and hose reels.

## 2. Fire Risk Assessment

All of the School premises are subject to a fire risk assessment. This is either conducted by an external consultant or the Bursar / Caretaker. The person undertaking the assessment will liaise closely with the Senior Leadership Team.

The fire risk assessment will be regularly reviewed and updated as required and will be reviewed in the event of significant changes to the buildings or their usage. Any hazards will be eliminated or risks reduced to the minimum level practicable by implementing control measures and safe systems of work.

Regular assessments will be made by the Head Caretaker to ensure that the walkways are kept clear of obstruction and tripping hazards. Checklists are in place and conducted by the Head Caretaker.

## 3. Fire Detection & Alarms

Each area of the School premises has adequate means of fire detection and raising the alarm in the event of fire. The detection equipment is maintained and regularly checked by competent persons. The fire alarm system is tested weekly with the date and time recorded. The fire alarm system is serviced by a competent contractor every 6 months.

Records of these tests and servicing are maintained in a fire log book held by the Caretaker.

Section 10 shows the schedule of testing and servicing that is followed.

## 4. Fire Fighting Equipment

The fire extinguishers, fire hoses, wet and dry risers and/or other fire suppressant systems are serviced by a competent contractor and the service date recorded on each extinguisher/hose reel/system.

The fire extinguisher labels are colour coded as follows:

Label Colour	Type	Use
Red	Water	Combustible material, wood, paper, textiles and general refuse but <b>NOT</b> electrical equipment and <b>NOT</b> liquid fires.
Cream	Foam	Flammable liquids but <b>NOT</b> electrical equipment.
Blue	Dry Powder	Good general purpose use, including flammable liquids, gas and electrical equipment.
Black	Carbon Dioxide	Flammable liquids, gasses and electrical equipment.
Green	Halons (vaporising liquid)	Flammable liquids, gases and electrical equipment.
Yellow	Wet chemical	Fires involving cooking oils and fats

A fire blanket is located in the kitchen for any appropriate firefighting.

Fire extinguishers/blankets are kept in suitable locations so that they are readily accessible at all times. In most cases they are mounted on the wall so that the handle is at a convenient height (usually about 1 metre from the floor). The locations are permanent so they are familiar to all staff. A notice indicating the location of firefighting equipment is displayed where the location of the equipment is not obvious or in areas of high risk.

All firefighting appliances are serviced by an external contractor. Between inspections, a routine visual examination will identify any that become damaged and need attention. Any that have been discharged must be recharged as soon as possible.

Extinguisher training is carried out for staff every two years. A list of persons attending is held on the school network.

## 5. Emergency Lighting

Emergency lighting is installed in the school where lighting would continue to be required in the event of a mains power failure, e.g. stairs, passageways and emergency exits. Battery operated emergency lighting is tested monthly (charge & illumination). All records are maintained by the Caretaker. An external test of emergency lighting is completed annually.

## 6. Fire Evacuation / Emergency Procedures

A copy of the emergency procedures in the event of a fire or other event requiring the evacuation of the premises is in the appendix.

Appropriate fire notices are placed in each area of the School detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency. The signs incorporate a pictogram and provide written information. The caretaker regularly inspects means of escape to ensure they are kept clear of obstructions and tripping hazards.

**All children** are reminded in their first week of the school year of the fire evacuation plan and how to exit the building. Any **new children** joining the school are told of the procedures on joining the school. A specific evacuation plan is in place for **any SEN or disabled children** requiring assistance. All **visitors** are signed in at the office and are advised of child protection, first aid, Critical Incident/lockdown and fire procedures.

**Teaching staff** are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to Bursar, who will ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

### **SUMMONING THE FIRE BRIGADE:**

The School Office is manned, as a minimum, between 7.30 am and 6.00 pm in term-time.

The master panel showing the location of all the alarm call points on the networked alarm system in the school buildings is located in the school office. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service as soon as the relevant zone has been checked or immediately if evidence of fire (see quick guide by fire panel)

One of the caretakers or members of the Senior Leadership Team is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. He/she has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed (unless warned of a planned fire practice).

## 7. Fire drills

Fire drills will be held a minimum of once per term.

Written records of fire / evacuation drills are maintained in the fire log book which is kept by the Caretaker.

Appendix A details the Fire Drill Procedures.

## 8. Fire Wardens

The fire wardens are responsible for ensuring the building is clear and liaising with the emergency services. They are the Headmaster, Deputy Head, Bursar, Caretaker, Assistant Caretaker and office staff.

The lead fire warden is responsible for co-ordinating fire procedures. This will usually be the Bursar, or in the Bursar's absence, the Head. In the event of neither the Bursar nor the Head being present, this will be another member of office staff.

Further details of Fire Warden responsibilities are contained in Appendix A Fire Drill Procedures.

## 9. Training

All staff are provided with training and any issues on fire safety as part of the induction process and it is refreshed each year at relevant staff meetings. This covers:

- action to take if they discover a fire, including how to activate the fire alarm
- action to take on hearing the alarm, including location and use of exits and escape routes
- action to take in event of any other emergency requiring evacuation of the building

## 10. Maintenance and testing associated with fire safety.

The following table details the frequency of checks and maintenance. Records are kept of all checks made – fire safety equipment maintenance, fire test, evacuation drills and any fire officer inspection / visits.

Fire Detection and warning systems	Weekly	Caretaker checks and tests operation. Replace defective units where appropriate.
Including all fire alarm call points and smoke alarms	6 months	Full system checks by qualified engineer
Emergency lighting equipment	Monthly	Caretaker checks all systems, units, torches for state of repair and working order.
	Annually	Full system checks by qualified engineer
Firefighting equipment	Monthly	Caretaker visually checks all extinguishers are in place
	Annually	Full check by qualified engineer
Fire drills	Once a term	Caretaker check timing with H&S committee.
	At least once annually	Out of hours - to ensure non-school day staff experience at least one fire drill per annum
PAT testing	Annually	All electrical appliances are PAT tested by caretaker or external technician.
Fire Extinguisher Training	Every 2 years	All staff are trained in use of fire extinguishers

Community Use of School premises

Anyone hiring the facilities is subject to a hirer's agreement and details of fire procedures.

A review of this policy, through the Governing Body and SLT, is undertaken within 3 years of the last review date.

Signed (Headmaster):



Signed (Chair of Governors):



# Fire Policy Appendix

## FIRE DRILL PROCEDURES

Fire Drills are carried out regularly, at least once each term.

The aim is to evacuate the building effectively and efficiently in the shortest possible time and in an orderly manner.

### 1. What to do if you discover a fire or other emergency requiring evacuation of the building

- raise the alarm immediately by activating the nearest 'Break Glass' alarm unit or the main alarm panel (in the office)
- Do NOT attempt to move burning objects

The priority in the event of an emergency is the safe and rapid evacuation of the pupils and staff.

### 2. Notifying the Fire brigade

The following people are responsible for notifying the fire brigade:

- the caretaker during normal school hours (or office staff where caretaker absent)
- the member of staff on duty until 6:00 pm
- person discovering the fire if outside of these times

The School Office is manned between 7.30am and 6.00 pm in term-time and between 9.00am and 1.00pm in school holidays.

The master panel showing the location of all the alarm call points on the networked alarm system in the school buildings is located in the school office. The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once.

One of the Caretakers or members of the SLT is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. They have instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed (unless warned of a planned fire practice).

### 3. Notifying adjacent neighbours

As the dentists at 174 Otley Road joins onto the main school building, in the event of fire, the person notifying the fire brigade (see section 2 above) have instructions to notify Far Headingly Dental Practice. The contact numbers are:

0113 275 1323 8.30am to 5.30pm Monday to Friday

Gemma Lapsley – Practice Manager – 07756 404391 (out of hours)

Adrian Precious – Managing Partner – 07773 703268 (out of hours)

### 4. Evacuation procedure on hearing the alarm

- all to use fire exits as directed by signs in each classroom. If fire exit blocked by fire use alternative exit. If this is not a fire door, doors with access control to be held open by adult escorting the class.
- switch off any central control switches or equipment you may be working on
- **If safe to do so**, close windows and doors and secure cash / confidential documents
- Leave by the nearest exit, as drawn on the red fire notice in each room
- All staff to check all rooms/toilets which you pass on your way out
- **DO NOT** run
- **DO NOT** collect personal belongings
- **DO NOT** open closed doors in they feel warm
- Pupils should be SILENT as far as possible
- Ensure any pupil specific evacuation plans are followed
- Take all visitors with you

### **5. Evacuation procedure when children changing at the time of the alarm**

If the fire alarm is sounded while children are changing they should put on the most appropriate clothing to hand and leave via the nearest fire exit unless the fire is in the immediate vicinity in which case the building should be evacuated immediately.

If children are barefoot (e.g., PE/Dance lessons in gym) they should put on their shoes and leave via the nearest fire exit.

### **6. Evacuation procedure for AFTER SCHOOL CLUBS**

If the fire alarm sounds after the end of the school day but while after school clubs are running, the following guidelines must be followed:

- Registers must be taken for all clubs
- The attending teacher/coach from each club must escort all children present at the club with the register to the fire assembly point on the tennis court. The teacher/coach is responsible for escorting any children in their club (including those who may have visited the toilet)
- The Office staff (until 4.45pm) or SLT member on duty (after 4.45pm) must take the green Emergency Fire Procedures file, staff sign in sheets, visitors book, 'walkie talkie' and mobile phone to the fire assembly point on the tennis court.
- The SLT member on duty will check attendees at clubs, staff and visitors are all accounted for and confirm when safe to return to the building.

### **7. Evacuation procedure for HOLIDAY CLUB**

If the fire alarm sounds during the holiday club period, the following guidelines must be followed:

- Registers must be taken for holiday club
- The attending staff member/coach must escort all children present at the club with the register to the fire assembly point on the tennis court (including those who may have visited the toilet)
- Office staff (where in during holiday) or the caretaker/assistant caretaker on site must take the green Emergency Fire Procedures file, staff sign in sheets, visitors book, 'walkie talkie' and mobile phone to the fire assembly point on the tennis court
- Office staff or caretaker/assistant caretaker will check attendees at clubs, staff and visitors are all accounted for and confirm when safe to return to the building.

### **8. Evacuation procedure for OUT OF HOURS WORKING**



If the fire alarm sounds after 6pm (when the SLT member of staff on duty has left), the following guidelines must be followed:

- The assistant caretaker (or person covering for assistant caretaker in event of illness/holiday) must take the green Emergency Fire Procedures file, staff sign in sheets, visitors book, 'walkie talkie' and mobile phone to the fire assembly point on the tennis court.
- The assistant caretaker (or person covering for assistant caretaker in event of illness/holiday) will check staff and visitors are all accounted for and confirm when safe to return to the building.

### **9. Evacuation procedure for Science/DT**

In the event of a fire in the science/DT building, the following red buttons should be pressed, where safe to do so, by the person discovering the fire:

Red button to the left of the main door – to cut off electricity supply

Red button to the left of the whiteboard – to activate the panic alarm

The room should then be evacuated in the normal way with children lining up on the tennis courts. On hearing the panic alarm, office staff will call the fire brigade and decide on appropriate procedures for the remainder of the school building depending on where classes are at the time. For example, all children already in the main school building should be kept safely within the main school building and children on the field may need to be taken to red brick pavilion depending on their location.

### **10. Assembly Point – Tennis Courts**

The Assembly Point for Fire Drills is on the tennis courts where each form will line up.

**Class Teachers** should **take out the class they are teaching at the time** the fire bell is heard, via the nearest exit or alternate route as per the red notice in the classroom.

Where possible, teachers should liaise with other teachers who are teaching in adjacent classrooms to arrange that one adult will lead the children out and the other will sweep behind the children (including a sweep of the toilets). Where just one adult is present with a class in that part of the building the teacher should direct the children where to exit the building but should then sweep behind the children to ensure all children exit safely.

Once at the Fire Assembly Point, Teachers should line the children up by form (starting with nursery at right hand side of the tennis courts as you enter the courts from the school side), then reception, Year 1 etc., up to year 6 and then each Form Teacher should join their form. Once the Form Teacher in charge of the class has established that they have a full class they will raise their hand and the Lead Fire Warden will record that the class is complete. Where the class is not complete the teacher will remain with their hand down until the Lead Fire Warden comes with the absence record to check child by name.

Any child who is not with their Form at the time of the Fire Alarm should leave the building by the nearest possible exit and wait by the back gate to be escorted over to the tennis courts. They should then line up with their form.

**Other staff and visitors** should leave the building by the nearest exit as marked on the fire notices within each room.

**Visiting Music Teachers** should take the child they are teaching out of the building to the fire assembly point and should return the child to the relevant form and then congregate as shown below.

**Caretaker** will investigate the source of the fire where safe to do so and will communicate via the 'walkie talkie' to say that he is on his way to do that.

**Office staff** should take a 'walkie talkie' each plus the mobile office phone (and personal phone) and leave the building. 4 people to check areas 1-4 listed in the Allocation of Duties section of this policy and to confirm on the 'walkie talkie' that they are on the way to those areas.

The Lead Fire Warden will do the following:

- take the Green file containing this policy, establishment lists and nursery attendance list plus the green diary containing the absence report, the staff signing in sheets and the visitors book
  - radio that there is a fire evacuation in progress so that staff and pupils in outdoor areas are aware
  - in the event of a fire (not a fire practise), ring the dentists to advise of fire in building
- do a full check of pupils, staff and visitors as follows:
- 1) Using the establishment list, absence report and nursery attendance list, one member of the office staff will tick off each form where the form teachers hand is raised. Where the form teachers hand is not raised they will visit each line to confirm which child is missing. A cross check will be done with the absence report.
  - 2) Using the staff sign in sheet, one member of the office staff will check off each member of staff using the sign in sheet. Staff are requested to line up in the following order:  
Form teachers – with their form (in form order starting with nursery ay the right hand side of the tennis courts as you enter the courts from the school side)  
Specialist teachers  
Teaching Assistants  
Catering staff  
Caretaker/Groundsman and cleaning staff  
Visiting Music Teachers
  - 3) Using the visitors book, one member of the office staff will check off each visitor still marked as on site.

**All staff not registering a child** should gather in their respective places on the tennis courts and report to the Lead Fire Warden to confirm that they are present

Fire Wardens will communicate by 'walkie talkie' to Office staff outside doing the count that all areas 1-4 are clear.

Once all pupils, staff and visitors have been accounted for, the Caretaker will switch off the alarm and the Lead Fire Warden will confirm when it is safe for all to re-enter the building.

## 11. Fire Wardens

The fire wardens are responsible for checking areas 1-4 and liaising with the emergency services. The Lead Fire Warden will allocate responsibility to fire wardens to check areas 1-4 depending on who is in school that day.

Fire wardens are the Headmaster, Deputy Head, Bursar, Caretaker, Assistant Caretaker and office staff.

Led by the Lead Fire Warden, they will endeavour to arrange for the emergency services to be met on arrival and will advise them of anyone suspected of remaining in the building.

In the unlikely event of a **BOMB ALERT** inspect your immediate surroundings for unusual articles – boxes, bags, packages, containers, etc. **DO NOT TOUCH**. If possible report anything unusual before evacuating.

## 12. Returning to the building

No one is to return to the building until told to do so by the Lead Fire Warden, on confirmation by the fire service that it is safe to do so.

### If You Are Cut Off by a Fire

- Close the door, using clothing etc., to block any gaps.
- Go to the window and attract attention.

- If the room becomes smoky, stay low – it is easier to breathe.
- If the window is jammed, break it; remove jagged glass from the lower sill and cover it using clothing etc.
- If appropriate get out feet first and (if not on the ground floor) lower yourself to the full length of your arms before dropping.
- Make your way to your evacuation assembly point and report to a fire warden

### **Allocation of duties for clearing the building**

Upper school building – teaching staff	Teachers teaching in upper school check from their floor downwards (inc. toilets) as they exit the building
Lower school building – teaching staff	Teachers teaching in lower school check from their floor downwards (inc. toilets) as they exit the building
Early years	Teachers to check EYFS rooms inc. toilets
Kitchen	Catering manager check dining hall and kitchen are clear

#### **Area 1**

Office staff	Music Room Wooden pavilion DT/science room
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#### **Area 2**

Office staff	Basement corridor covering: SEN teaching room Y3 and Y5/6 Cloakrooms Photocopy room SL office Gym & toilet Boiler room
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#### **Area 3**

Office staff	School/Bursar/Headmaster office Library Visitor's toilet Staff room & toilets Cloakrooms – Yr 2/3 Caretaker's office ICT suite Toilets – boys / girls
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#### **Area 4**

Upper school fire warden/nominated other	<b>Upper school cloakrooms and toilets</b>
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The Senior Leadership Team and Board of Governors at Richmond House School acknowledge the unprecedented circumstances which the Covid-19 pandemic has created.

This addendum outlines the changes to the fire policy which have been identified as necessary for the health and safety of the whole school community during the Covid-19 pandemic.

### **Fire drills**

During the Covid-19 pandemic, fire drills will be performed as follows, minimum once per term:

- Sounding of the fire alarm at a set time to enable teaching staff to alert pupils to the sound of the alarm at the start of each term
- Walk through of the fire evacuation procedure with the children in separate bubbles at the start of term

### **Storage of Alcohol-based hand sanitiser**

Richmond House School has introduced the use of alcohol-based hand sanitiser at key entry/exit points around the school building and within classrooms in order to reduce the risk of transmission of Covid-19.

To limit the potential increased risk of fire the following controls have been put in place:

- Hand sanitiser bottles around school have maximum capacity of 500ml.
- Refill bottles of hand sanitiser are kept to a minimum and stored in accordance with Storage of flammable liquids guidance from HSE.