

Fire Prevention Policy

Whole School Policy Including EYFS

A) Introduction

The Bursar, as School Fire Officer, ensures:

- i) compliance with the Regulatory Reform (Fire Safety) Order 2005 and
- ii) all staff are confident in the application of the fire procedures in all the areas they work and they must familiarise themselves with the location and use of fire alarms and equipment. The aim of the fire procedures is to ensure the safety of pupils, staff and anyone else legally on the school premises. The School will ensure the safety of staff or anyone else legally on the school premises.

B) Role of the School Fire Officer

The Bursar is the designated Fire Officer and is responsible for ensuring the following:

- The Fire Safety policy is kept under regular review
- The Fire Safety policy is disseminated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written instruction displayed around the school, on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

C) Measures

1) Emergency Evacuation Plan

Emergency evacuation plans are in place as appropriate. Notices are displayed in each building detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. Dolphin School offers fire awareness training, including the basic use of fire extinguishers, to all staff on a regular basis. No one should attempt to use a fire extinguisher before they have trained in its use. The school has appointed Fire Marshals for each area of the school.

Staff will be informed in relation to:

- 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 the event of a bomb alert.

2) Fire Safety Procedures

Staff

All new staff are issued with the fire evacuation plan. The plan is emailed to staff every September as a reminder.

Pupils

New pupils are given instructions on fire evacuation procedure by their form tutors on their first day at school.

Contractors and visitors

Contractors and visitors are required to read the fire evacuation procedure when they sign into our 'Visitor Management System'. They are made aware of the location for the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc. an evacuation plan is put up on the door into the hall advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

Disabled Staff, Pupils or Visitors

Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place.

3) The Fire Brigade

The School Office is manned:

- i) 7:45am to 4:45pm during term-time
- ii) 9am to 4pm during the school holidays

A caretaker/cleaner is on site 7am till 6pm during term-term and 7am to 4pm during school holidays.

Fire Alarm Monitoring

The fire alarm system is monitored by EMCS and a key holding company, Arena Security attends site out of hours to inspect the cause of the activation.

EMCS response in the event of a fire activation:

When premises are open (intruder alarm unset):

EMCS will call premises first at all times (maximum of 60 seconds) - if engaged or no answer the Fire Brigade will be informed

NB – Key holders will not be informed if the premises are open.

When premises are closed (intruder alarm set):

EMCS will ring the Fire Brigade

Key holders informed.

NB – If site or key holders request the Fire Brigade at any time during the activation or immediately after the activation, EMCS will notify the brigade immediately.

The master fire panel which shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the School main reception area in the Meadow Building. The School Office is always given advance warning of a fire practices. If the alarm goes off for any other reason, the caretaking staff must ascertain the location of the fire detection unit and the deputy Headteacher and or Bursar takes the decision to summon the Fire and Emergency Service at once.

The School's fire alarm system is monitored by EMCS who will summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed. EMCS will also contact our key holding company, Arena Security to attend site to check the school premises. Arena Security will produce a report for the Bursar.

4) Responsibilities of Teaching Staff

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 the Staff Fire Officer or the Bursar.

ON NO ACCOUNT SHOULD ANYONE RETURN TO A BURNING BUILDING

5) Fire Practices

Dolphin School holds one fire practice every term. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained staff in every building helps ensure that the school can be safely evacuated in the event of a fire.

6) Fire Prevention Measures

We have the following fire prevention measures in place at Dolphin School:

Escape Routes and Emergency Exits

- There are at least two escapes routes from every part of all buildings.
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fire extinguishers (of the appropriate type), are located in every building in accordance with the recommendations of our professional advisors - Tri Security.
- Manual call point (MCP) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors – Tri Security.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Door guard fire door retainers (where fitted) located on doors in or leading onto escape routes are activated by the fire alarms.
- All fire doors in thoroughfares are to be kept closed at all time. Classroom entrance doors must remain closed if there is not a member of staff in the room. If staff are teaching in the classroom the door may remain open so that children and staff can move freely around - it is important that in the event of a fire children are able to exit the classroom without being hindered. In the event of a fire alarm the classroom doors are to be closed by the staff member once everyone has left the room.
- The master panel for the alarm system is located in the Meadow school reception area and shows the location of a fire.
- Keeping fire routes and exits clear at all times. The Caretaking team are responsible for unlocking the buildings in the morning, when carrying out their checks they also ensure that escapes routes are not obstructed.
- Testing all fire alarms weekly (and recording all tests and defects in the log folder). This is the responsibility of the Caretaking team. The Bursar arranges for an ISO 9001 certified /BAFE approved contractor to carry out:
 - i) Quarterly professional checks on fire detection and warning equipment.
 - ii) An annual service of smoke detectors, emergency lights, smoke control systems and fire extinguishers.
 - iii) Half yearly service of Automatic Opening Vent in the Meadow building
- Records of all tests are kept in the Fire Log which is held in the Bursary.
- Plans showing the location of gas and electricity shut off points are in the Fire Log which is held in the Bursary.

Electricity to the site shuts off from the master switches located in:

 - i) the Basilica switch room for the Basilica and Meadow buildings and
 - ii) the under stairs cupboard in the Cottage.

Gas safety cut-off are located in:

 - i) The Science laboratory gas safety cut-off is on the wall to the left of the inside door.
 - ii) Gas to the CDT room has been permanently cut off and permanently locked.
 - iii) The Meadow building has two gas safety cut offs, one in Meadow classroom 2 and one in the basement changing room adjacent to the boiler room.
 - iv) The isolating valve for the radiant heaters in the hall is found at the top of the right hand wall of the Chapter House as you enter it.
 - v) The gas safety cut off for the Basilica is in the switch room.
- The swimming pool is currently a designated source of water, in the absence of a fire hydrant.

7) Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- Regular portable appliance testing takes place annually by a contractor
- Fixed wire test is carried every 5 years by a contractor
- Records of all tests are kept in the Bursary.
- The science teacher checks that all scientific equipment is switched off at the end of the school day.

8) Lighting /Lighting Protection

- All lighting protection and earthing conforms to BS 6651-1999. It is tested by a specialist contractor. Records are kept in the Bursary.

9) Gas Safety

- All gas appliances (boilers, heaters in the hall) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Bursary.
- The science laboratory is checked regularly by the science teacher to ensure that the central gas supply is turned off using the control shut-off valve to the left of the inside door.

10) Safe Storage

- Flammable chemicals used in maintenance are locked in a purpose-made, flame-proof box at the end of every day.
- Flammable chemicals used in teaching are stored in the metal shed outside the Science laboratory.
- Gas cylinder used for BBQ is stored away from the school buildings and the sun in the caretakers' compound. The gas can only be released by a corresponding regulating valve from the BBQ unit.

11) Letting or Hiring of School Facility

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that (he/she) has read and understood the school's fire safety policy and procedures.

D) Fire Risk Assessment

The school's Fire Risk Assessment (FRA) meets the requirements of the Regulatory reform (Fire Safety) Order 2005 specifically identifying;

The Hazard

The people at risk

The measures to evaluate, remove, reduce and protect from the risk.

The measures needed to record, plan, inform, instruct and train people in risk reduction or removal.

The arrangements for reviewing the assessment.

All risk assessments follow a standard grid procedure for evaluating risk. Generic risk assessments are used for classrooms; but individual ones are needed for corridors, stairs, kitchens, laboratories, workshops etc.

Dolphin School has a professional fire risk assessment which is updated if there are significant changes made to the interior of the building or new buildings are added. The fire risk assessment will be assessed and changed.

Date: September 2020

Next review: September 2021