



**Abbotsholme School**  
*an education for life*

## **Fire Safety Policy**

### **1 Scope**

This guidance is applicable to all premises under the control of the School and details the approach to the control of risk from fire.

### **2 Objectives**

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

### **3 Guidance**

3.1 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.
- Providing Fire Warden & Marshall training for all staff

3.2 The Director of Finance & Operations has responsibility for maintaining and ensuring the local implementation of the School fire procedures; for making and maintaining plans of the School premises, showing places of high risk and the precautions put in place by the School.

- posting a copy of the fire map on notice boards;
- bringing the fire map to the attention of all employees, contractors and visitors, etc. during all training and site induction sessions;
- providing a Fire Marshal in every building and boarding house. All Fire Marshals are trained to provide "safety assistance" in the event of a fire. Fire Marshals receive regular training. All staff are provided with Fire Warden & Marshall Training.

### **4 Fire Risk Assessment**

4.1 All of the School premises will be subject to a fire risk assessment. This is conducted by Assurity Consulting trained fire safety officer.

4.2 The fire risk assessment will be reviewed every year or in the event of significant changes to the buildings or their usage.

4.3 A copy of the fire risk assessment report will be available on site (from the Director of Finance & Operations) and employees' attention brought to any hazards found in the assessment.

4.4 Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

4.5 Regular assessments will be made by all staff, including the Maintenance Manager / Maintenance Team to ensure that the walkways are kept clear of obstruction and tripping hazards.

## **5 Fire Detection**

Each of the School premises must have adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons.

## **6 Fire Alarm**

6.1 Each of the School premises has an adequate means of raising the alarm in the event of fire.

6.2 The fire alarm system in each location is to be tested weekly with the date and time made known. This will be managed by the Maintenance Manager.

6.3 The fire alarm system will be serviced six monthly by a competent contractor (eg ISO 9001 / BAFE)

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

## **7 Fire Fighting Equipment**

7.1 The fire risk assessment will determine the minimum level of firefighting equipment which must be present in the School premises.

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

## **8 Emergency Lighting**

8.1 Emergency lighting must be installed in the school where lighting would continue to be required in the event of a mains power failure, eg stairs, passageways and emergency exits.

8.2 Battery operated emergency lighting (charge & illumination) will be tested monthly in line with BS 5266-1 and an annual full discharge test by a competent contractor

8.3 Records of testing and servicing of emergency lights will be maintained by the Maintenance Department.

## **9 Emergency Procedures**

9.1 Written emergency procedures will be provided. These written instructions will include procedures in the event of a fire and where required, procedures in the event of a bomb warning.

9.2 Notices will be displayed in each building of the School premises detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency. This may be different from the Fire evacuation point depending on location.

9.3 There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed.

9.4 The means of escape will be regularly inspected by the Fire Marshals and / or maintenance department to ensure they are kept clear of obstructions and tripping hazards.

9.5 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, visitors will be catered for by the Director of Finance & Operations when notified.

9.6 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 Deputy Head. It is the responsibility of the Deputy Head to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

9.7 **SUMMONING THE FIRE BRIGADE:** The School Office is manned between 7.00am and 6.30pm during weekdays in term-time and between 9.00am and 4.00pm during half terms and holidays apart from the Christmas and Easter closedowns. The master panel is located in the entrance hall adjacent to reception. 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 Maintenance Department or members of the Security Staff is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. He 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).

9.8 Fire drills will be held every term at the School. We also practice a night-time evacuation of the boarding houses every term.

9.9 Written records of fire / evacuation drills will be maintained in the fire log book which is kept by the Maintenance Department.

## **10 Fire Training**

10.1 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; and
- action to take in the event of a bomb alert.

10.2 Pupils will be informed of exits and escape routes

10.3 All staff will be given Fire Warden & Marshall Training and will be trained in:-

- emergency evacuation procedures;
- use of fire extinguishers; emergency procedures; and
- how to spot fire hazards.

10.4 Visitors and contractors:-

- on arrival at the School will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.
- For events with large numbers of attendees, such as open days, concerts an announcement will be made at the beginning of the event regarding evacuation arrangements

## **11 Fire Prevention**

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented staff will:-

11.1 Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc);

11.2 Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;

11.3 Maintain awareness through training and refresher training of the preventative steps that need to be taken;

11.4 Consult regularly with the Fire marshals;

11.5 Include fire prevention and evacuation procedures during the induction process with all new starters; and

11.6 Pay close attention to the activities of contractors as appropriate.

11.7 Ensure all staff are made aware of fire procedures during their induction.

11.8 Ensure all visitors are made aware of fire procedures when they arrive on site.

11.9 Ensure contractors are made aware of fire procedures when they arrive on site.

## **12 Fire Records**

Records are kept of training; inspections; evacuations and maintenance of systems and equipment.

## **Legal Requirement & Education Standards**

### **References:**

A: Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools, January 2017 version. ([www.isi.net](http://www.isi.net)).

B. Part II of the Regulatory Reform (Fire Safety Order) 2005, ([www.opsi.gov.uk](http://www.opsi.gov.uk))

D. "Fire Risk Assessment," Ecclesiastical Risk Services Ltd guidance note ([www.ecclesiastical.com](http://www.ecclesiastical.com))

E. "Fire Safety" Chapter O of the Bursars' Guide by Owen David Risk Management Ltd

F. "Fire Safety: Managing School Facilities" DCSF Guidance, ([www.gov.uk/dfc](http://www.gov.uk/dfc))

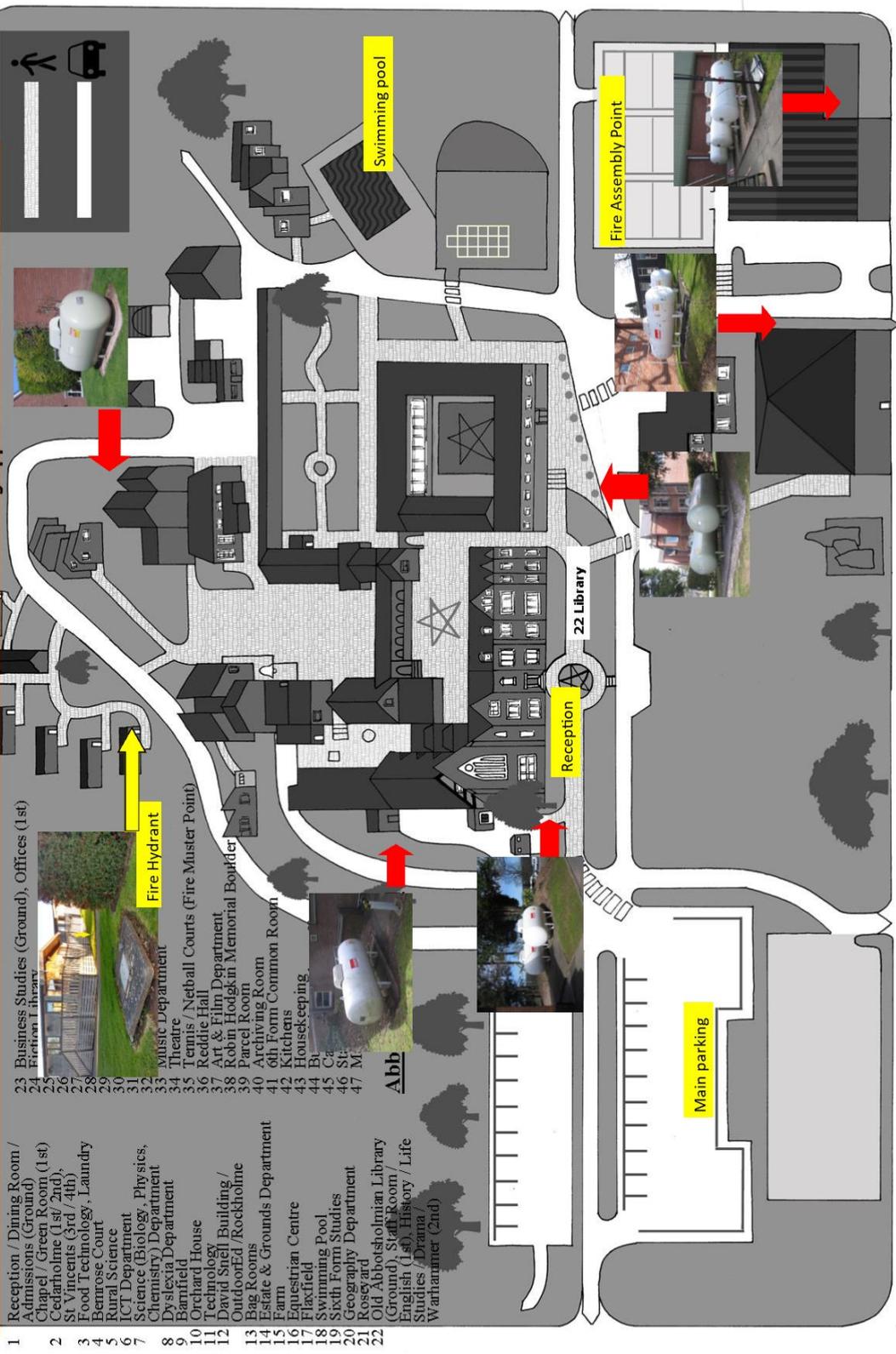
G. "Fire Safety Risk Assessment for Educational Premises" and "Fire Safety Risk Assessment: Sleeping Accommodation," DCLG publications ([www.communities.gov.uk](http://www.communities.gov.uk))

**Recommended review period:**      **Annual**

**Review by:**                              **Director of Finance & Operations**

**Date reviewed:**                         **29/11/2018**

## Location of Fire Hydrant and LPG Tanks at Abbotsholme School



- 1 Reception / Dining Room / Admissions (Ground)
- 2 Chapel / Green Room (1st)
- 3 Cedarholme (1st/ 2nd)
- 4 St Vincents (3rd / 4th)
- 5 Food Technology, Laundry
- 6 Bernrose Court
- 7 Rural Science
- 8 ICT Department
- 9 Science (Biology, Physics, Chemistry) Department
- 10 Dyslexia Department
- 11 Barnfield
- 12 Orchard House
- 13 Technology
- 14 David Stirling Building / OutdoorEd / Rockholme
- 15 Bag Rooms
- 16 Estate & Grounds Department
- 17 Farm
- 18 Equestrian Centre
- 19 Flaxfield
- 20 Swimming Pool
- 21 Sixth Form Studies
- 22 Geography Department
- 23 Rosyard
- 24 Old Abbotsholman Library (Ground), Staff Room / English (1st), History / Life Studies / Drama / Warhammer (2nd)

- 23 Business Studies (Ground), Offices (1st)
- 24 Further Library
- 25
- 26
- 27
- 28
- 29
- 30
- 31
- 32 Music Department
- 33
- 34 Theatre
- 35 Tennis / Netball Courts (Fire Muster Point)
- 36 Reddie Hall
- 37 Art & Film Department
- 38 Rob in Hodgkin Memorial Boulder
- 39 Parcel Room
- 40 Archiving Room
- 41 6th Form Common Room
- 42 Kitchens
- 43 Housekeeping
- 44 Bl
- 45 Ca
- 46 St
- 47 M

**Abb**