

Shrewsbury House School Trust

Fire Procedures & Fire Safety Policy

Summary of Fire Emergency Evacuation Procedure

Scope of Policy

This Policy covers all Shrewsbury House School Trust Sites, including Shrewsbury House School, (SHS) main site and the SHS Sports Ground at Almshouse Lane, Shrewsbury House Pre-Preparatory School (SHPPS) main site and their sports field and The Rowans. This Policy is applicable to all pupils, including those in the Early Years Foundation Stage. It should be read in conjunction with the Early Years Foundation Stage Policy.

Fire alarm

On the main school sites, the fire alarm is a long continuous ringing of a sounder or bell caused by the cover being broken at a call point, or if triggered by a smoke or heat detector. At the Sports Ground at Almshouse Lane, the alarm is raised by pressing a call point in the main pavilion if the sounder has not automatically triggered due to the location of the fire. At the field at SHPPS, the alarm is raised by using an emergency horn.

Practices of Emergency Fire

There are fire practices on each school site at least three times a year to ensure staff members and pupils are familiar with the Emergency Evacuation Procedure, as well as ensuring that staff members are aware of their obligations to visitors and contractors working on site in the event of an emergency fire evacuation.

Staff Training

Staff training is undertaken as part of the initial induction of a staff member and periodically through the Fire Emergency Evacuation Drills, when feedback is provided to individuals on areas for improvement. Formal training on general fire risk management awareness is provided by external professionals and is renewed every three years.

Tutors / Class teachers remind at the beginning of each term, the key guidelines pupils must follow in the case of the fire alarm sounding:

1. Follow the signs to the nearest fire exit in an orderly manner.
2. The location of alarm points and what to do if they discover a fire.
3. The location of the Fire Assembly Point and the roll-call procedures.
4. The general procedure is: keep calm, listen to instructions, walk, single file, maintain silence, shoe laces must be done up, do not return to collect personal possessions, do not use the lift, (when this applies).

All Staff should:

- Be familiar with both fire and emergency radio procedures.
- Be aware of emergency radio locations
- Know where alarm points are.
- Know where the nearest extinguisher is.
- Know exit routes.
- Be aware of any particular needs if they are responsible for any disabled or temporarily disabled pupils.
- Be aware of obligations to visitors and contractors when applicable.

If they discover a fire, staff are advised to:

- Operate the nearest alarm.
- Immediately vacate premises with your class, collecting an emergency radio as you leave if there is one in close proximity
- Assist in the evacuation of the building by the nearest available exit.
- Ensure assistance is provided to any disabled or temporarily disabled pupil(s).
- Ensure that one staff member walks behind the class.
- Do not re-enter the building until told to do so by the Fire Service Officers, or the Fire Safety Officer.

Fire System Check:

The system is routinely checked throughout the year, including a weekly fire sounder check, using a different call point for each successive test on each site.

FIRE SAFETY POLICY**Introduction**

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the School in ensuring that staff, pupils (including Early Years Foundation Stage), visitors and contractors working on site do not add to the fire risk and through the safe evacuation of our buildings if a fire breaks out. The Fire Safety Policy, procedures and risk assessments at each individual school site within the Trust are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

Role of the Fire Safety Officer

The designated School Fire Safety Officer is responsible for ensuring that:

- The Fire Safety Policy is kept under review by Governors, the Trust Health & Safety Committee and the School Management.
- The Fire Safety Policy is communicated to the entire school community.
- Everyone on each site is given clear instructions on where they should go in the event of fire.
- Procedures for emergency evacuation are regularly tested; a report is collated by the Head of Trust Facilities of any improvements identified. The report is forwarded to the Chair of the Governor Legal & Estates Committee, the School Management and any other relevant parties who have contributed comments to the report. The report is reviewed at the next meeting of the Trust Health & Safety Committee (which meets every half of term).

Emergency Evacuation Notice - Guidance

Notices are displayed in every classroom and include some of the key points from the wider guidance below:

1. If you discover a fire, break the cover in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If a two way radio is at your location please take it with you and ensure that it is switched on and tuned to the emergency channel, detailed on the front of the radio.
3. If you are responsible for a class, make them leave quietly with you. Pupils should walk in single file, and no one should talk or run. Make your way to the Assembly Point on:
 - The All Weather Surface at Shrewsbury House School,
 - The football pitch at Shrewsbury House Pre-Prep; you may be required to evacuate the premises and go to the School field should the dynamic risk assessment dictate.
 - The Tennis Court at The Rowans; you may be required to evacuate the premises and go to the Rugby Club in Barham Road, SW19
 - The sign-posted corner of the field at the Sports Ground at Almshouse Lane.
4. If you are teaching a class, do not allow the pupils to take anything with them.
5. The nominated member of the senior staff or Facilities Team will summon the Emergency Services if the alarm sounds, they will be prompted via the automated link to their mobile phone at Shrewsbury House School, Shrewsbury House Pre-Prep and The Rowans and Almshouse Lane.
6. The most senior staff member present is responsible for calling the fire brigade should a fire occur at the SHS Almshouse Lane Sports Ground or the field at Shrewsbury House Pre-Prep.
7. If you have a disabled or temporarily disabled pupil in your class, you should provide appropriate assistance.
8. All pupils must be facing away from the building when assembling at the evacuation points.
9. The appointed member of staff at each site will distribute a print out of the pupil/staff/visitors registers for that day, which will include pupil/staff absences. At SHS the automated staff register, created by the access control system is emailed to an appropriate member of staff.
10. Take the register of your class as soon as you reach the Assembly Point.

11. Report anyone who is missing immediately to the relevant Executive Head, the Heads or a member of the Senior Leadership Team and the School Fire Safety Officer who will inform the Fire Brigade. **On no account should anyone return to any building until given permission by the Fire and Emergency Services or the Fire Safety Officer.**
12. Remain at the Assembly Point with your pupils until the all clear is given.
13. The site will be closed during the activation and anyone present on site will be asked to remain until an all clear has been given by the Executive Head, the Heads or nominated deputy.
14. Marshalls will be located on any entrance or exit to the sites, preventing vehicles and pedestrians from entering.

Fire evacuation procedures remain the same at other Trust sites where building density is lower (SHPPS Playing Fields and SHS Almshouse Lane Sports Ground). Evacuation points and specific site arrangements are advertised on the relevant site on Fire Action Notices. These arrangements include coordination of visitor evacuation and site access.

FIRE SAFETY PROCEDURES

Briefing New Staff, Pupils, Visitors & Contractors

All our new staff (teaching and non-teaching alike) and all new pupils are given a briefing on the School's emergency evacuation procedures when starting at the School. New staff members also are given a tour of the School as part of their Induction Programme.

All visitors are required to sign in on their arrival at the School Office (this includes Visiting Music Teachers and third parties who run after-school clubs). All visitors are issued with a Visitor Badge which must be worn at all times during their visit. Fire Safety instructions are included on the back of the Visitor's Badge. Visiting Music Teachers and third parties who run a club after school are identified by a lanyard provided by the School. Visitors to the School are always accompanied by a member of staff.

When large numbers of visitors are at the individual Schools for plays or concerts etc., a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. Fire Safety instructions are also included within all programmes of school events (both on-site and off-site) and clarity is provided that the staff are responsible for the safe evacuation of the pupils.

All contractors sign in with a member of the Facilities Staff, including during the holiday periods. They are provided with appropriate fire safety instructions and the Facilities Staff understand their responsibilities for the safe evacuation of all contractors on site.

All external exits (doors and gates) with access control, will release in the event of an alarm at Shrewsbury House School.

Disabled Staff, Pupils, Visitors & Contractors

A one-to-one induction on fire safety for disabled pupils and their carers and for disabled members of staff is undertaken when relevant. When a staff member or pupil becomes 'temporarily disabled' as a result of a fracture or another accident that potentially impedes their mobility, individual support plans are documented which include a review of any individual support they might require in the situation of an emergency fire evacuation.

The safe evacuation of everyone – staff, pupils, visitors and contractors 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.

Summoning The Fire Brigade

The most senior staff member present is responsible for calling the fire brigade should a fire occur at the SHS Almshouse Lane Sports Ground (KT9 2ND) or the field at SHPPS (R/O 4-12 Milbourne Lane KT10 9DX) quoting the site postcode. The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the front foyer, (Fifer Entrance Hall at SHS and outside the School Office at SHPPS and at The Rowans) and is checked by the Fire Officer when the Fire Alarm is sounded. The alarm is automatically linked via a 24 hour emergency support service to an independent monitoring centre. The Fire Officer /nominated deputies are contacted by this company to establish if the alarm is a genuine fire or a false alarm and will make a judgement on whether the fire brigade should be contacted.

Fire Prevention Measures

The School adheres to the requirements of the Regulatory Reform (Fire Safety) Order (2005)

- There are at least two escape routes from every part of all buildings.
- Fire notices and evacuation signs are prominently displayed.
- Fire extinguishers (of the appropriate type), fire blankets and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading on to escape routes.
- The master panel for the alarm system is located in the front foyer (Fifer Entrance Hall at SHS and outside the School Office at SHPPS and The Rowans) and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS).
- Trust personnel are responsible for unlocking the buildings in the morning in normal circumstances.
- Checks are undertaken to ensure that escape routes and emergency exits are not obstructed.
- Testing all fire alarms weekly (and recording all tests and defects) is the responsibility of the Fire Safety Officer, including:

- Monthly checks of fire doors and automatic door closures.
 - A self-regulated panel monitors fire detection and warning equipment. Records of this are regularly down-loaded.
 - Arranging the servicing of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers when required.
- Records of all tests are kept.
 - All contractors working on site provide a method statement and a risk assessment before undertaking any work.
 - The correct permits, along with any other documentation requested by the individual School for additional assurance that effective fire risk management will be observed must be in place before work is allowed to commence.
 - Third parties hiring the individual Schools' facilities are risk assessed and provided with the School Fire Safety instructions prior to commencing the hire. The School Lettings Agreement specifically covers third party responsibility in relation to Fire Risk Management.

Electrical Safety

- Each of the schools has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations (all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations).
- Annual portable appliance testing takes place.
- Records of all tests are kept in the Head of Trust Facilities Office.
- All Scientific and DT equipment is switched off at the end of the school day, (where applicable).

Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested annually by a specialist contractor. Records of all tests are kept by the Head of Trust Facilities.

Gas Safety

- All gas appliances (boilers, kitchen equipment, where applicable etc.) are regularly maintained and serviced by Gas Safety Registered Engineers. Records of all tests are kept in the Head of Trust Facilities' Office.
- Landlord's gas safety certificates are held for all school domestic accommodation.
- All kitchen equipment is switched off at the end of service, (SHS & SHPPS only).
- All laboratories are checked daily to ensure that the central gas supply is turned off, (SHS only).

Safe Storage

- We ensure that flammable materials used in teaching or maintenance where applicable are locked in purpose-made, flame-proof containers.

Rubbish and Combustible Materials

- Flammable rubbish is stored in secured rubbish compounds at each site, and emptied frequently.

Fire Risk Assessment

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005. Specifically, it identifies:

- 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.

Each individual school has a professional fire risk assessment which is updated within every 2 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The risk assessment, along with progress in relation to any points to action is reviewed by the Health & Safety Committee and the individual Schools' management team.

Responsibilities – September 2020

- Chair of Legal & Estates Committee – Mr David Sanders.
- Head of Trust Facilities – Miss Lou Raggett.
- Fire Safety Officer – Miss Lou Raggett for Shrewsbury House/nominated Maintenance Assistant for Shrewsbury House Pre-prep and The Rowans.

This Policy was approved by the Board of Governors.
The Policy is reviewed annually by the Head of Trust Facilities.
This Policy was updated in February 2021.

FIRE SAFETY INSTRUCTIONS FOR THE ROWANS SCHOOL

The site will be closed during the activation and anyone present on site will be asked to remain until an all clear has been given by the Head or nominated deputy.

FIRE ALARM

The fire alarm is:

A LONG CONTINUOUS SOUNDER OPERATED FROM CALL POINTS OR IF TRIGGERED BY A SMOKE OR HEAT DETECTOR.

If you discover a FIRE:

- 1 Operate the nearest fire alarm by pushing the circle in the centre of the call point.
- 2 Immediately vacate the premises by the nearest available exit.
- 3 Proceed to the assembly point indicated below.
- 4 Ensure assistance is provided to any disabled or temporarily disabled pupils.
- 5 Pupils should alert the nearest available adult.

DO NOT RE-ENTER THE BUILDING TO COLLECT PERSONAL BELONGINGS:

When informed of a fire:

- 1 Immediately vacate the premises by the nearest available exit.
- 2 Proceed to the assembly point indicated below and await a roll call.
- 3 Staff and pupils should assemble by class, facing away from the building
- 4 Visitors and contractors should remain with their Rowans staff contact and follow their instructions.

ASSEMBLY POINT: *Please remember to maintain social distancing when at the assembly point*

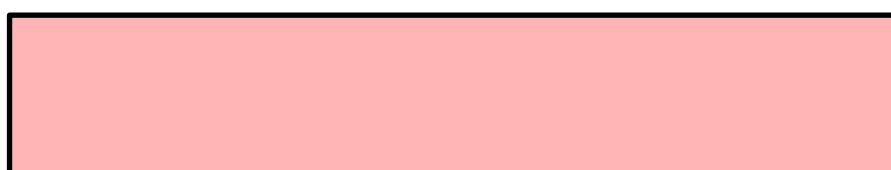
ON THE SPORTS COURT

DO NOT RE-ENTER THE BUILDING UNLESS INSTRUCTED TO DO SO BY THE HEAD OR NOMINATED DEPUTY.

When evacuating the building:

- 1 Follow the COVID-19 pandemic measures, all staff and pupils to maintain social distancing during an evacuation.
- 2 When choosing your evacuation route be aware of numbers of pupils using the existing routes and adapt your route to avoid bottlenecks to reduce mixing social groups in corridors and on stairways.
- 3 Proceed to the assembly point indicated below and await a roll call.
- 4 Staff and pupils should assemble by tutor group, facing away from the building - If the teacher is absent please go to the assembly point and await further instructions.
- 5 Visitors and contractors should remain with their TRS contact and follow their instructions.

Your nearest exit is:



**In the event of fire, press the button on the nearest fire point.
This will activate the alarm.**

EMERGENCY EVACUATION – LIST OF RESPONSIBILITIES

PERSON 1 – CONTROL PANEL – (Most Senior Member of Facilities or Management Staff on site)

Duties:

- Identify the location of the fire according to the panel and deploy staff to sweep if appropriate.
- At AHL to call the Fire Brigade.
- Receive and action two-way radio messages from fire wardens and staff as they are evacuating the building and giving status reports.
- Liaise with the Fire Brigade on arrival and hand them the grab pack from the red fire box.
- Convey the all clear or site evacuation message to the Evacuation Point contact when appropriate.

PERSON 2 – EVACUATION POINT (Executive Head, Head(s) /Deputy as appropriate)

Duties:

- Ensure pupils are registered and facing away from the building.
- Receive status updates from Person 1.
- Record timings for incident log.
- Give instruction for re-entry or site evacuation once appropriate message received from Person 1.
- Make Person 5 aware of incident should this escalate to a site evacuation and keep them informed.

PERSON 3 – SITE CLOSURE (Member of staff nominated by Person 1 on the sounding of alarm)

Duties:

- Locate at the entry to site and prevent exit or entry to visitors/ staff/ pupils.
- At AHL hold open the front gate by activating the red button.
- Direct Fire Brigade onto site as appropriate

PERSON 4 – REGISTRATION – (Member of Office staff / or event organiser if out of school hours)

Duties:

- Take pupil / visitor register to evacuation point.
- Liaise with Person 1 for electronic staff roll if necessary (SHS only)

PERSON 5 – EXTERNAL LIAISON – (Director of Communications)

Duties:

- Coordinate coms to parents.
- Coordinate contact with governors.
- Field press enquiries.

PERSON 6 – TRANSPORT LIAISON (Fleet Manager)

Duties:

- Ensure all drivers are aware of the evacuation and are accounted for via tracker and electronic roll.
- Coordinate evacuation to safe place with Person 2 and 7 if appropriate.

PERSON 7 – EVACUATION COORDINATOR (Senior member of staff or Head of Trust Facilities as appropriate)

Duties:

- Contact nominated safe place and coordinate evacuation with Person 2 and 6
- Contact insurer if appropriate

FEBRUARY 2021