

## **CITY OF LONDON SCHOOL FOR GIRLS**

### **FIRE SAFETY, PROCEDURE AND RISK ASSESSMENT POLICY**

This policy was written in July 2014 and will be agreed by the Board of Governors in October 2014. To be reviewed by June 2017.

#### **PART 1: FIRE SAFETY**

##### **INTRODUCTION**

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at the City of London School for Girls 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 SCHOOL FIRE SAFETY MANAGER**

The Premises Manager, responsible to the Bursar, is the designated School Fire Safety Manager responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the SMT.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) is given clear written instructions on where he/she should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures and arrangements 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.
- Records are kept of all fire practices.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

##### **EMERGENCY EVACUATION NOTICE**

All new staff and pupils, all contractors and visitors are shown the following notice:

- 1) The fire alarm is a continuous 2 tone siren.
- 2) If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit and make your way to the assembly point on St Giles' Terrace at the front of the school.
- 3) If you are in a class when the fire alarm sounds, line up and then leave the room quietly. No one should talk or run. Make your way to the assembly point

on St Giles' Terrace at the front of the school. The last person out should shut the door behind them.

- 4) Anyone not in classrooms should leave the building by the nearest unimpeded exit and make his/her way to the assembly point at St Giles' Terrace at the front of the school. No one should talk or run.
- 5) Do not stop to collect personal belongings.
- 6) If you have a disabled pupil in your class, you should move him or her downstairs, using one of the special evacuation chairs if trained to do so OR direct him or her, together with a carer, to wait for the Premises Team at the nearest designated safe refuge.
- 7) At the assembly area line up in forms in alphabetical order and in SILENCE. The Sixth Form will be nearest the church and the Preparatory Department nearest the lake. Line up as far away from the front of the school as possible to ensure access is available for the emergency services.
- 8) Form tutors/deputies are to collect the register for their forms from the Receptionist as soon as they reach the assembly point.
- 9) The Deputy Head (or in his absence, the Deputy Head Staff) will check teaching staff. The Bursar's Secretary will check support staff, visitors and, via the Catering Manager, catering staff.
- 10) Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to the Premises Team or member of SMT.
- 11) Remain at the assembly point with your pupils until the all clear is given by the Headmistress or member of the SMT.
- 12) On no account should anyone return to any building until given permission by the Fire and Emergency Services in the event of the Fire Service attending.

## **PART 2: FIRE SAFETY PROCEDURES**

### **BRIEFING NEW STAFF AND PUPILS**

All our new staff (teaching and non-teaching alike) and all new pupils, are given a briefing on the school's emergency evacuation procedures on their first day at the City of London School for Girls. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

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. We offer fire awareness training, to all staff during their first term. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

### **SUMMONING THE FIRE BRIGADE**

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 reception.

The Premises Team are always given advance warning of fire practices. If the alarm goes off for any other reason, the Premises Staff have standing instructions to summon the Fire and Emergency Service at once.

One of the Premises Team is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. When the building is unoccupied the fire alarm system is remotely monitored by a monitoring company and in the event of a fire alarm while the school is unoccupied the fire service will be called by them and then a member of the Premises Team called out to attend.

### **VISITORS AND CONTRACTORS**

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions 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.

### **DISABLED STAFF, PUPILS OR VISITORS**

We have a special one-to-one induction on fire safety for disabled pupils and their carers and for disabled members of staff or visitors.

All Premises Staff and some additional members of teaching and support staff are trained in the use of the purpose-built lightweight stairway evacuation chairs which are specially designed for moving disabled people down stairs in an emergency. One of these chairs is located on the upper landings of every staircase in the school, because disabled lifts cannot be used in a fire.

We have designated safe refuge points on every floor of every building, with signs advising of their location. When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her to the refuge point and to wait for rescue by the Premises Team. The teacher will ensure that the name of the disabled person and his or her carer, together with the location of their safe refuge point, are passed to the Premises Team or SMT as soon as he or she reaches the assembly point. It is the responsibility of the Premises Manager or SMT to pass this information to the fire service upon arrival.

### **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 taking the register at the assembly point (or if not a form tutor/deputy keeping the girls silent), and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Premises Team or SMT. It is the responsibility of the Premises Manager/SMT to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

On no account should anyone return to a burning building.

## **RESPONSIBILITIES OF FIRE MARSHALS**

The Premises Team are the designated Fire Marshals for the school. All Fire Marshals are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Fire Marshals receive regular refresher training.

## **FIRE PRACTICES**

We hold one fire practice every term at the City of London School for Girls. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Marshals in every building helps to ensure that the school can be safely evacuated in the event of a fire.

## **FIRE PREVENTION MEASURES**

We have the following fire prevention measures in place at City of London School for Girls:

### **ESCAPE ROUTES AND EMERGENCY EXITS**

- There are at least two escape routes from every part of all buildings.
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type), smoke/heat detectors, fire hoses are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- 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 onto escape routes.
- The master panel for the alarm system is located in reception and shows the location of a fire. It is fitted with a battery backup.
- Alarms sound in all parts of the building. In some areas they are supplemented by visual alarms (red flashing lights).
- Keeping fire routes and exits clear at all times. The Premises Team is responsible for unlocking the buildings in the morning.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Premises Manager and through the City Surveyor's department arranges for an ISO9001 certified/BAFE approved contractor to carry out:
  - Monthly checks of unregularly used fire doors, automatic door closures and emergency lights.
  - Six monthly professional check on fire detection and warning equipment,

- An annual service of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers.
- Records of all tests are kept in the Premises Managers office.
- Displays in corridors, theatre scenery, stage curtains and props are treated with fire retardant spray.
- Plans showing the location of gas and electricity shut off points are displayed in fire proof glass fronted display boards next to the entrance of each building.
- The kitchen is fitted with heat alarms and 30 minute fire doors that close automatically when the fire alarms sound.

### **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 [all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations].
- Regular portable appliance testing takes place.
- Records of all tests are kept in the Premises Manager's Office
- The departmental technicians check that all Scientific and DT equipment is switched off at the end of the school day.
- All computers, projectors, printers and electronic whiteboards have been set to switch off automatically or enter power save modes every evening and during holidays and weekends.
- The Catering Manager checks that all kitchen equipment is switched off at the end of the day.

### **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 in the Premises Manager's Office.

### **GAS SAFETY**

- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Premises Manager's Office.
- All kitchen equipment is switched off at the end of service.
- Department technicians check labs daily to ensure that the central gas supply is turned off.

### **SAFE STORAGE**

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

## **RUBBISH AND COMBUSTIBLE MATERIALS**

- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.

## **LETTING OR HIRING THE SCHOOL**

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. A member of the Premises Team is always on duty when the school is let or hired for an outside function or event.

---

## **PART 3: FIRE RISK ASSESSMENT**

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). 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.

All risk assessments follow a standard grid procedure for evaluating risk.

The City of London School for Girls has a professional fire risk assessment which is updated 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The Premises Manager has been trained in fire risk assessments and has conducted risk assessments of all the school.

Copies of the school's fire risk assessments are on the Premises health and safety section of the school's intranet for all staff to read, together with this document. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.