



Fire Prevention Policy

Last Updated

October 2020

THE KING ALFRED SCHOOL FIRE PREVENTION POLICY

1. INTRODUCTION

The Members of Council of the King Alfred School Society recognise their legal duty under the Regulatory Reform (Fire Safety) Order (2005). This duty includes ensuring the safety of staff or anyone else legally on the school premises, for example visitors. This policy is supplemented by King Alfred Fire Procedures (Appendix 1).

2. FIRE RISK ASSESSMENT AND PREVENTION

The School acknowledges that the Regulatory Reform (Fire Safety) Order 2005 applies to all School workplaces. The Director of Finance & Operations is responsible for ensuring that a Fire Risk Assessment is completed for each of the School workplace buildings and for ensuring that these are kept readily available for inspection at all times.

The school commissions an annual Fire Risk Assessment review for the purpose of advising on fire precautionary arrangements required to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. The Head of Operations is responsible for ensuring that action plans identified as a result of this review are carried out and ensuring that fire risks are eradicated or minimized as far as possible as a result of this action plan.

3. RISKS FROM DANGEROUS SUBSTANCES

The annual Fire Risk Assessment includes an assessment of risk from dangerous substances, such as flammable liquids, flammable gases, stored food stuffs, plastics, paper products, furnishings, waste and sources of oxygen. The action plans produced as a result of the assessment addresses risks identified to ensure that these risks are eradicated or minimized as far as possible.

4. MAINTENANCE OF FIRE PRECAUTIONS, EMERGENCY ROUTES AND EXITS

The Head of Operations, under the direction of the Director of Finance & Operations, is responsible for ensuring that effective Maintenance Contracts are in place to cover all fire-fighting equipment, including extinguishers, fire detection and alarm systems and emergency lighting systems in accordance with HM Government recommendations and that records are available for inspection at all time. Checklists are used for this purpose. Extinguisher security tags are checked weekly by the Estates staff.

The Head of Operations is also responsible for ensuring that emergency routes are kept clear at all times and that exits, signs and notices are in place. Exit doors leading from buildings should never, under any circumstances, be locked or obstructed during building occupied hours.

Directions for the evacuation of all pupils and others, including those in EYFS, are displayed in a prominent place in classrooms, staffrooms, cloakrooms, offices, common areas, assembly halls, libraries, the gymnasium, the dining hall and kitchen.

All fire alarm systems will be tested weekly with the testing being done sequentially from one operating point to the next. The Head of Operations is responsible for arranging these tests and for ensuring that records are kept available for inspection.

5. APPOINTMENT OF COMPETENT PERSONS

The School will appoint and provide training for Competent Persons for:

- Fire fighting
- Assisting in fire practices and evacuations
- Assisting the School in the preventative and protective measures required under the Fire Safety Order.

6. FIRE DRILLS

The School holds three fire drills every year on both Manor Wood and Ivy Wood sites. This, combined with a programme of inducting new staff and pupils with fire procedures and the presence of trained Fire Wardens throughout the School, helps to ensure that the School can be safely evacuated in the event of a fire.

A record will be kept by the School's Health & Safety and Compliance Officer of the date and time of every fire drill and the exact time taken to clear the buildings, and this data will be available to members of the Health and Safety Committee.

The Head is responsible for ensuring that evacuation procedures relevant to the School are developed and documented and for ensuring that these are both publicised to all relevant Staff and kept readily available for inspection at all times.

Teachers in charge of a class will be responsible for seeing that the whole class is evacuated safely along the designated evacuation route to the defined rollcall area. In the event of an actual fire, any subsequent movement will be decided by the Head or any other Staff that they may delegate this to. The Head, or any other Staff that they delegate this to, is responsible for ensuring that the Fire Brigade is informed.

The Head is responsible for ensuring that appropriate procedures are implemented and documented.

The Head, the Director of Finance and Operations and the Head of Operations should ensure that no un-authorized persons re-enter the buildings, under any circumstances, during a fire practice or actual fire emergency.

In a fire drill or actual fire, any person who is on the school premises, who is not a member of staff or pupil, will be directed to assemble in the same areas as staff/pupils move to in that part of the school. Visitors to the school should be informed of sufficient fire procedures to ensure they are not at risk when on our premises, as soon as is practicable. All supply teachers must be informed of fire procedures before they start teaching.

7. STAFF TRAINING

The objective of staff training is for staff to know how to reduce fire risks, deal with fires if appropriate and to ensure children and adults escape safely in the event of fire. The Fire Safety Order requires that fire safety training is provided to staff when they commence employment and that refresher training is provided on a regular basis. All new members

of staff must be inducted in Health and Safety which includes fire safety by their line manager on their first day in school.

Training will cover:

- The common causes of fire
- The behaviour of fire
- Fire prevention
- What to do if a fire breaks out
- How to use fire extinguishers
- Emergency evacuation procedures

Fire Warden Training will be given on a regular basis particularly in the use of fire extinguishers. As a minimum, staff are expected to watch the FPA 'The Role of the Fire Warden' training video which is available on the staff shared area.

It is vitally important that all staff and pupils are aware of the fire and evacuation procedures. Please ensure that you and your classes are fully aware of the Fire Procedures (found in Appendix 1). Basic information can be found on the blue 'Fire Action' wall sign by fire alarm call points in each building.

All staff will receive basic training at induction. However, as a general rule:

- If you discover a fire you must immediately raise the alarm by breaking the glass at the nearest fire alarm point (next to all building exits) and telephone for help.
- The priority for staff is to ensure the evacuation of the building in the event of a fire. Teaching staff responsible for a group of students have a primary duty of care to the group which requires them to safely evacuate them in the event of any fire situation.
- If you hear the fire alarm you should leave the building by the nearest exit. Lifts must not be used and you must NOT re-enter a building until you are authorised to do so.
- When leaving a building, due to a fire alarm, please shut any windows and doors to minimise the spread of fire. LEAVE your personal belongings behind.
- Those staff without supervisory responsibilities who may feel confident to tackle a fire in its early stages may use any fire extinguishing equipment available providing they remain safe in order to reduce the risk of a small fire, e.g. a fire in a waste-paper bin, developing into a large one.

8. FIRE PREVENTION MEASURES

The School has the following fire prevention measures in place:

- There are at least two escape routes from every part of all buildings except where the regulations permit this to be different.
- Fire notices and evacuation signs are displayed in all rooms and stairwells.
- Fire extinguishers (of the appropriate type), smoke and heat detectors, are in buildings in accordance with the recommendations of our professional advisors.
- All stairs, passages and emergency exits are indicated with appropriate signs.
- Alarms sound in all parts of the school site.
- Keeping fire routes and exits clear at all times.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Head of Operations.
- Records of all tests are kept in the Estates Office.
- We ensure that flammable materials used in teaching or maintenance are securely locked away.
- Combustible materials used in teaching and maintenance are kept in locked cupboards

9. REVIEW

This Fire Prevention Policy and the School's procedures and risk assessments are monitored to ensure they are effective in meeting fire safety standards and will be regularly reviewed and revised as necessary.

APPENDIX ONE - FIRE PROCEDURE

Fire Wardens: What to do in the event of a fire

If you discover a fire, or one is reported to you

- raise the alarm by shouting "fire" and operate the nearest fire alarm call point.
- evacuate the immediate area, directing pupils, employees and visitors to the nearest available fire exit.
- carry out the procedure below.

If you hear the fire alarm operating

- put on your high-visibility waistcoat or jacket.
- ensure all pupils, employees and visitors in your area leave the premises using the nearest available exit.
- ensure disabled persons are assisted from the premises in line with King Alfred School's 'personal emergency evacuation procedure'.
- if safe to do so, check to ensure that no one is left behind (in toilets/storerooms/plant rooms/etc).
- do not hesitate and do not attempt to tackle the fire yourself.
- KAS does not expect you to attempt to extinguish any fire. In any doubt, get out, get the brigade out, and stay out.
- carry out the procedure below.

At the assembly point

- if you are a form tutor wait with your form on the field, lower school line up opposite the lower school classrooms. Middle and upper school pupils line up in front of the treehouse and blue climbing frame.
- take a register of the form and report your area is clear to the fire warden. Alert the fire warden if anyone is unaccounted for.
- if you are not a form tutor then wait in front of the blue building to Report your area is clear.
- await further instructions from the fire officer or from the fire brigade before re-entering the premises.

Employees/pupils: what to do in the event of a fire

- raise the alarm by shouting "fire" and operate the nearest fire alarm call point
- alert anyone in the vicinity and evacuate the room/building by using the nearest available exit, assist visitors, and wherever possible,
- Close doors behind you.
- do not hesitate and do not attempt to tackle the fire yourself. KAS does not expect you to attempt to extinguish any fire. If in any doubt, get out, get the brigade out, and stay out.
- calmly walk to the assembly point and follow any instructions given by the fire officer, or by fire wardens.

Fire Warning System

- King Alfred School has a "One Out All Out" system, so wherever a smoke detector or call point sets off the alarm, a signal will go round to all panels on the site, triggering the sound of a siren.
- The main panel for the fire alarm is located opposite the Lower School Head's office and can be operated by the Estates team, who are familiar with the operation and re-setting of the panel.

- Fire wardens, employees, and pupils should familiarise themselves with the call point they might use. There are two types, as shown below. One is a break glass, and the other more common device has no glass and needs someone to press the dot to activate the alarm:



- The fire alarm is tested weekly on a Friday afternoon between 16.10 and 16.30.
- A different call point is tested each week and the test allows the school to be sure that the fire alarm system is functioning correctly, and all sounders are working throughout the site. If you are in the building when the test is carried out and cannot hear the alarm, please report this to the Head of Operations ASAP.

Fire Fighting Equipment

- Portable fire extinguishers are provided by final exits and adjacent to storey exits, as well as to other specified areas such as kitchens. Each extinguisher has a label to describe its method of operation and the type of fire(s) it is suitable for:



Fire Resisting Doors

- Final exit doors, doors onto corridors and stairways are labelled "Fire Door Keep Shut".
- Doors to plant rooms, store rooms, cleaners cupboards are labelled "Fire Door Keep Locked".
- All fire resisting doors should either be kept shut or locked. They should not be wedged or propped open as they are installed to ensure that, in the event of a fire, fire escape routes from the premises are protected from smoke and flames and to prevent fire spreading from floor to floor.

Means of Escape: The designated means of escape routes are

- The main doors out from each single storey building.
- The main stairway enclosures from upper floors to ground level.
- The main stairway enclosure from basement up to ground level.
- Fire wardens should walk the main routes and report any defects or obstacles to the Head of Operations.

Means of escape: if normal exits are blocked

The following exits must be used:

In the **Arts & Science** block – if the main staircase cannot be accessed:

- People in Art, Pottery & Craft rooms should leave by the Pottery room fire escape.
- People in the Music room, Lecture room and Music Practice room should leave by the Music room fire escape.
- People in the Laboratories should leave by the back windows so designated.

In the **Green Building**:

- Exit by the nearest staircase and doorway. If a stairwell is blocked, there are two routes to the other staircase [through the intermediate teaching areas and through the classrooms].

Ivy Wood

- Forms will assemble on the lawn facing Ivy House in their form groups.
- No-one may return to the school buildings until the All Clear is given by the Head of Operations who will be notified of alarm activation from the Director of Finance & Operations.

Disabled and Non-Ambulant Employees, Pupils & Visitors

- The Head of Operations is responsible for making suitable arrangements for the safe evacuation of disabled and non-ambulant employees and visitors during any emergency evacuation of the premises.
- Anyone with special needs should be provided with a "Personal Emergency Evacuation Plan (PEEP)" detailing the arrangements in place to make sure everyone can evacuate buildings safely.
- If anyone requires further information on this they should contact the Health & Safety and Compliance Office. The Head of Operations will draw up a generic PEEP for visitors.

Emergency Lighting

- Emergency lighting is installed throughout the school's means of escape routes and internal areas with inadequate natural lighting. The emergency lighting will provide adequate lighting to enable those in buildings to make their escape safely. Emergency lights are battery operated and will last for 1-3 hours. A small green or red light indicates that the charger is receiving electrical power. Emergency lights are checked on a monthly flick test with an annual 3 hour run down.

Assembly Point

- Teachers are to take their LS Class or US form group to the Assembly point. Each class or form group should line up in single file and staff must ensure pupils conduct themselves in a calm and quiet manner.

- In the event of absence of a form tutor, the teacher who most recently registered the group will be responsible for checking attendance at the assembly point.
- Teachers without a class or form group, visitors, and all support staff should assemble by the Blue Building and report to the Director of Finance & Operations who will in turn report to the Fire Officer.
- The Fire Officer will liaise with and take advice from the fire brigade once they attend site.
- No one to leave the assembly area or re-enter the building until all clear given.

Practice

- Three fire drills will take place on each site every year.
- If the fire drill is not carried out properly, or takes too long then another drill will take place within the same term
- All drills will apply to all persons on either the Manor Wood or Ivy Wood site.

Out of Hours (evenings, weekends, holidays)

- Outside of hours the fire assembly point will be the field in front of the blue climbing frame.
- Information regarding out of hours emergency arrangements should be detailed in lettings agreement forms so external bodies are aware of the course of action to take.
- During school functions that are out of hours, a member of staff will be appointed to control the site in the event of an emergency. This person will command any fire assembly and liaise with the fire brigade.
- In the holidays the Head of Operations or their nominee will assume control of any fire drill.

Fire Prevention

- The priority is to sound the alarm and wait for the brigade. Fire extinguishers are positioned around the school. If you have been trained in the use of fire extinguishers and you feel confident of your capabilities, use the nearest suitable extinguisher. King Alfred School does not expect its employees to attempt to extinguish any fire.
- Fire warden and fire awareness training is offered periodically.
- All staff and pupils should report any defect or situation that could potentially cause or help spread a fire, or one where evacuation could be impeded or blocked. Any obstructions or risks of this nature should be reported to the Head of Operations.
- Fire doors should always have clear access and should not be wedged or propped open.
- Avoid using multi-socket extension leads.
- Do not interfere with fire extinguishers, call points or smoke alarms. They are there to help save you from serious injury or death.

Major Incidents

In the event of a bomb threat, gas leak or any other incident where the school will need to evacuate off the premises entirely, follow these procedures:

- The relevant Fire Warden for each class to ensure their classroom is empty and all pupils and staff to line up along edge of Field as they would for a fire drill. A roll call should be held at the assembly point, to ensure the premises are empty. **NB: bags should be left unless they are with the students at the time of the evacuation**
- Sixth form students on a study period should make their way over to the Field and report to Head of 6th Form.

- Two members of Estates Team are to don high visibility jackets, collect emergency evacuation kit and megaphone and make their way to the junction of Wellgarth Road and Hampstead Way where they will be ready to secure the junction to allow pupils to cross over into the Heath Extension in large numbers.
- Two members of Estates Team to go to Main Gates to meet emergency services and ensure safe access/egress.
- When staff and students are gathered at the assembly point, they are advised (by the Head of Operations using a loud hailer) of what has happened and what they are required to do (i.e. stay where they are, move to a safer location, re- enter the building on a given signal, etc.). NB – the safe location will be assumed to be the Heath Extension unless information received regarding the threat dictates otherwise.
- In terms of the actual evacuation staff and pupils will leave the site as follows:
 - Reception (NB If Reception and Year 1 are not on site then just Year 2- Year 6).
 - Year 6 to leave, youngest to oldest, by exiting main gates, turning **right** and walking down to Wellgarth Road and turning right. Walk to junction with Hampstead Way where Estates Team will secure junction to allow mass crossing into Heath Extension – there is a path leading into a large area of flat land surrounded by hedges. Pupils should line up on the far side of this location in the same order as they would do on school Field.
 - Year 7 and above should leave via the Main Gates and turn **left**, walk up to Hampstead Way and turn left and follow Hampstead Way to Morley Close. They should cross over the road at this point (2 nominated members of Support Staff in high viz jackets should secure the road in order to allow for mass crossing). They should then make their way down to the same path that L/S entered the Heath Extension from and line up as they would do on the school field. Support Staff should follow the same route.
- The Head of Upper School will take the megaphone from Estates Team and communicate with staff and pupils on Heath Extension.
- The Head of Operations and one member of Estates Team will remain on site in order to meet with Emergency Services and to prevent people from (re)entering the site until it is safe to do so.
- When the emergency situation has been adequately dealt with and upon advice of the police, all alarms are silenced by the Head of Operations who will then contact the Head of Upper School by mobile phone so that pupils can come back to school. Year groups should be staggered to leave the Heath Extension two classes at a time and should all return to school **via Wellgarth Road**. Again, Estates staff will secure the junction.
- A plan for the evacuation of everyone on site should be rehearsed once a year. Staff should know where the assembly point is located (Heath Extension) and should also be responsible for the evacuation of their visitors.
- Visitors and employees should not be allowed back onto the site until the Head of Operations or the Emergency Services have given the all-clear.
- Major incidents in London may lead to a cessation of local transport. In these circumstances pupils will be sent to their classes/forms and an organised dismissal will occur as directed.