



HOLMWOOD HOUSE

FIRE SAFETY, PROCEDURES AND RISK ASSESSMENT POLICY

PART 1: FIRE SAFETY

INTRODUCTION

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school, and eliminating or reducing risks from dangerous substances, 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 Holmwood House School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

The Board of Directors understand it is their responsibility to oversee, monitor and review this policy and to ensure its implementation.

The school adheres to the DfE's 'memorandum of understanding' with the fire authorities. The school acknowledges that risk is considered high due to our boarding provision, and the Essex County Fire & Rescue Service carries out a full safety audit each year.

(The Essex County Fire & Rescue Service is involved in building regulations approval, where these apply to new building or alterations and will take a risk-based approach to additional school premises.)

ROLE OF THE SCHOOL FIRE SAFETY MANAGER

The School Business Manager is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by the Board of Directors and the SLT.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- 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.

EMERGENCY EVACUATION NOTICE

All contractors and visitors are shown the following notice:

- 1) 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 Fire Assembly point on the field adjacent to the tennis courts, and report to a member of staff wearing a hi-vis vest.
- 2) If you hear the fire siren you must also leave the building by the nearest exit and follow the above instructions. (Please note that bells indicate lesson change times, not fire alarm.)
- 3) If you are disabled you should make your way to the nearest designated Safe Refuge Point, together with your carer (if appropriate), to wait for the Fire and Emergency Service. The member of staff who signed you in or whom you are visiting, must report your location immediately to a member of staff wearing a hi-vis vest at the Assembly point who will inform the Fire Brigade if necessary

All staff and pupils follow the procedure detailed below.

PROCEDURES IN THE EVENT OF A FIRE

An alphabetical list of all pupils in year groups is displayed in every classroom/lab/meeting room and main corridors in the school. It is checked weekly (see signature to confirm this) and can be used to take the pupil roll until the official fire lists arrive at the assembly point.

Between 8.00am and 6.00pm, the signing-out book, visitors' book and registers will be brought to the Fire Assembly Points by the Headmaster's PA, the school secretary or the school receptionist. The official updated lists of pupils and staff are kept in a box on the wall outside the PE Office. These lists must be collected by the first member of staff to pass them (Head of PE and the School Business Manager must pass by these lists on their way to the Assembly Point and pass to the Deputy Head or in her absence, the Headmaster) and the contents handed out to the appropriate staff to enable the initial roll calls to be made. Absentees are cross referenced using the signing out book.

In the event of a fire or fire practice during the normal school day, please refer to the schematic on the following page. However, the following should be noted:

- A two tone oscillating alarm siren will sound.
- Staff should immediately direct all pupils to be silent and line up quickly by the door.
- As soon as possible the pupils should make their way in an orderly and silent fashion to:
 - the field adjacent to the tennis courts.
 - or the lawn opposite the Main Building (Reception Classes)
- If someone is teaching a Pre-Prep class in the Talbot Room, this class will join the Reception classes in the front of the school. If they are teaching a Prep School class then they must join the Prep school at their assembly point adjacent to the tennis courts.
- If pupils are being taught in the Squash Club (tennis or squash), the coach must bring the pupils to the assembly point for registration having been alerted by the school receptionist or the Headmaster's PA.

- The chef on duty must activate the gas and electricity shut off valves.
- Any staff in the science laboratories must switch off the gas supply in each lab which will automatically close down any Bunsen burners in use.
- Music, admin, support, medical, kitchen, maintenance, ground and cleaning staff should assemble on the field adjacent to the tennis courts in their respective groups.
- Once there, pupils will line up in alphabetical order, at the assembly points in year groups as indicated by the appropriate signs hanging from the tennis court fence . Class teachers, and designated staff, will oversee the registration of all pupils, initially using the Fire lists with absences corroborated using the signing out book.
- Music School staff must register with the Director of Music.
- Kitchen staff must register with the most senior member of the kitchen staff on duty.
- Cleaning staff must register with the School Business Manager.
- Squash Club Staff in the process of teaching or coaching Holmwood House pupils, should escort the pupils to the fire assembly point.
- Initially Pre-Prep and Reception staff report the registration status of the pupils and staff to Head of Pre-Prep, who then reports to the Deputy Head or whoever is the operation controller.
- Visitors and contractors must be escorted to the Place of Safety by the person being visited/caretaker - as appropriate.
- Admin/Ground staff, visitors and staff not assigned to a Year group must register with the School Business Manager.
- As soon as a year group has been registered, a member of staff involved, should report with the completed signing out sheet to a HoE who then reports to the Deputy Head. Similarly, completed registrations of Pre-Prep, and other staff groups (i.e. music, kitchen), must be reported to the Deputy Head.
- The Biscuit Club will assemble on the field with the Prep school pupils if an alarm sounds during the session
- All staff are expected to help maintain the silence and order of the pupils to facilitate a quick and accurate registration procedure.
- All members of staff are expected to attend this assembly.
- There will be both daytime and nighttime practices during the year.
- In the event of extreme weather, a decision may be made by the Headmaster to change the location of the muster stations to the Sports Hall.
- (If you have a disabled pupil in your class you should direct him/her, together with his/her carer, to wait for the Fire and Emergency Services in the nearest designated Safe Refuge Area. On arrival at the Fire Assembly point you must report the location of the pupil and carer to the Headmaster who will inform the Fire Brigade.) Safe Refuge points are: Main Building outside surgery: Stable Block upstairs landing by fire exit: Library top of stairs by fire exit: Art/PE block top of stairs outside DT workshop: Pre-Prep top of stairs car park end and top of stairs Art block end.

In the event of a fire or fire practice during boarding hours:

- After 6.10pm, Boarding (Fire Regulations) Rules apply. When the alarm sounds, pupils should go to the Jubilee Hall where they will be registered in dormitory groups. A list of boarders is kept by the member of staff in charge of boarding at that time and is placed in the foyer of the Jubilee Hall once all boarders are registered at bed time. The live-in member of staff present will call the roll.

No one will leave the assembly points at the Place of Safety until the all clear has been given by the Headmaster or appointed senior member of staff.

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 as soon as possible after joining Holmwood House. 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 INSET training including the basic use of fire extinguishers, to all staff at regular intervals. No one should attempt to use a fire extinguisher before he or she has been trained in its use.**

SUMMONING THE FIRE BRIGADE

The front office is manned between 8.00am and 6.10pm during weekdays in term-time. 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 Deputy Head's office. Staff are sometimes given advance warning of planned fire practices/drills. If the alarm goes off for any other reason, the most senior member of staff or the member of staff who has discovered the fire has standing instructions to summon the Fire and Emergency Services at once.

The Headmaster, various other members of staff and the caretaker who lives on site, have standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the school is open (unless warned of a planned fire practice).

VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at reception in the front office, 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 brief information is provided in the printed programme, schedule or order of service advising them of the location of the emergency exits that they should use in the event of the alarms sounding. On match days, parent supporters should assemble in front of the main field pavilion.

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, when we have such individuals on site.

We have designated safe refuge points on every floor of every building, with signs advising of their location, (usually in a stairwell) 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 Fire and Emergency Service. 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 Deputy Head who is the operations controller, as soon as he or she reaches the assembly point. It is the responsibility of the Deputy Head to ensure that this information is passed as soon as possible to the Fire and Emergency Service via the Headmaster if possible.

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 may then be responsible for conducting a head count on arrival at the assembly point (see staff deployment schematic), and for ensuring that the registers, highlighting the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed to the appropriate person on the schematic. It is then the responsibility of the Deputy Head to ensure that this information is passed to the Headmaster or the Fire and Emergency service as soon as they arrive.

RESPONSIBILITIES OF NON-TEACHING STAFF

Non-teaching staff are responsible for reporting to the appropriate person on the schematic.

On no account should anyone return to a burning building.

FIRE DRILLS

We hold at least one fire drill every term at Holmwood House. We also practise a nighttime/early morning evacuation of the boarding house every term. This combined with a programme of inducting new staff and pupils with emergency escape procedures helps to ensure that the school can be safely evacuated in the event of a fire.

FIRE PREVENTION AND EVACUATION MEASURES

We have the following fire prevention and evacuation measures in place at Holmwood House School:

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.
- Fire extinguishers (of the appropriate type), are located in every building in accordance with the recommendations of our professional advisors.
- Heat detectors are located in the Dining Room, Kitchen, Freezer Room, Laundry Room, Art (kiln) Room, Swimming Pool Boiler Room, Swimming Pool Changing Room (boiler room), DT Boiler Room and the Sports Hall Boiler Room and smoke detectors are located in the Main House- kitchens, cellars, ground floor, the boarding area (dormitories and landings), changing rooms, art room, pre prep building, Swimming pool changing rooms, Music School, Holm Lodge and Sports Hall They 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 in the main building and the Pre-Prep.
- The master panel for the alarm system is located in the Deputy Head's office and indicates the location of a fire. It is fitted with a backup battery system to maintain power supply.
- Alarms sound in all parts of the buildings. In the boarding area the fire alarm is supplemented by visual alarms (lights above the exit doors), to distinguish the fire alarm from the intruder alarm.
- Keeping fire routes and exits clear at all times. The caretaker is responsible for unlocking the buildings in the morning, when he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency lights work, and for reporting defects.
- Testing fire alarms on a weekly rotation (and recording all tests and defects) is the responsibility of the School Business Manager, but is carried out by the caretaker and the Headmaster. The School Business Manager also arranges for an ISO9001 certified/BAFE approved contractor to carry out annually:
 - Checks of fire doors, automatic door closures and emergency lights,
 - Check on fire detection and warning equipment,
 - Service of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers and hoses.
- Records of all tests are kept in the Deputy Head's Office.
- Stage curtains are treated with fire retardant spray.
- Plans showing the location of all boilers, gas and electricity shut off points are situated next to the master panel in the Deputy Head's office.

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 and meet the requirements of BS7671 IEE wiring regulations.
- Regular portable appliance testing takes place.
- Records of all tests are kept in the School Business Manager's office.
- The appropriate staff of the Science and DT departments check that all Scientific and DT equipment is switched off at the end of the school day.

Lightning Protection

- All lightning protection and earthing conforms to. BSSEN62305, 2006/2011 It is tested annually by a specialist contractor. Records of all tests are kept in the School Business 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 School Business Manager's office.
- All kitchen equipment is switched off at the end of service.
- The gas supply is turned off in all laboratories when not required.

Safe Storage

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

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 staff is always on duty/call 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. Generic risk assessments are used for classrooms; but more specific ones are used for corridors, stairs, kitchens, laboratories, workshops etc.

The School Business Manager has been trained in fire risk assessments and has conducted risk assessments of all the rooms, laboratories, corridors, stairs, sports buildings, etc of Holmwood House School. The document is updated every year.

Copies of Holmwood House School's fire risk assessments are on the Health and Safety section of the school's network 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.

Reviewed by: _____ **SLT** _____ **Date:** April 2017

