



THE
MARIST
SCHOOL
ASCOT

School DfE No: 868/6013

FIRE SAFETY POLICY

(Fire Procedures - 12b)

Feet on the ground. Reaching for the stars.

References:

A: Regulatory Reform (Fire Safety Order) 2005, (www.opsi.gov.uk)

B: The ISI Handbook for the Inspection of Schools: The Regulatory Requirements, September 2015. www.isi.net.

C: "Fire Safety Risk Assessment for Educational Premises" DCLG publication June 2006. www.gov.uk

D: "Fire Safety in New and Existing School Buildings" EFA publication March 2014. www.gov.uk

**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 pupils, staff and visitors 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 the Marist School 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 MANAGERS

The Principal & the Vice Principal Prep are the designated School Fire Managers for the Senior School & the Prep School respectively and they are responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the Executive Team
- The fire safety policy is promoted to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Records are kept of the fire safety refresher training to staff.
- Records are kept of all fire practices and false alarms.
- 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 constructed or when changes are made to the way the school operates.
- Records are kept for the installation and maintenance of fire detection, fire alarm systems and firefighting equipment.

EMERGENCY EVACUATION PROCEDURE FOR TEACHING STAFF

All new staff and pupils, visitors and contractors are made aware of this procedure

1. If you hear the Fire alarm leave the building by the nearest exit.
2. If you discover a fire, press the alarm/ or break the glass in the nearest alarm point to set off the alarm then leave the building by the nearest exit.
3. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to your designated Fire Assembly Point.
4. Your register will be delivered to you at your Fire Assembly Point. Do not take anything else, and do not allow the pupils to take anything.
5. Shut doors and windows behind you.
6. The Site Manager will summon the Emergency Services as soon as an emergency is confirmed.
7. If you have a visitor in your class they must leave the building with your class then direct them to a Fire Assembly Point .
8. Visitors and contractors must be checked off against the Visitors Book.
9. If you acting as Host to a disabled pupil or visitor in your class, you should follow their Personal Emergency Evacuation Plan.
10. Take the register of your class as soon as you reach the Fire Assembly Point.
11. Building Fire Wardens will report anyone who is waiting to be evacuated from a designated refuge and following checking of the registers staff will report any pupils, staff or visitors that are missing immediately to the Senior Fire Marshal who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
12. Remain at your Fire Assembly Point with your pupils until the all clear is given.

PART 2: FIRE SAFETY PROCEDURES

BRIEFING NEW STAFF AND PUPILS

All our new staff and all new pupils, including EYFS pupils, are given a briefing on the school's Fire Safety Procedures on their first day at the Marist School. They are shown;

- Where the emergency exits and escape routes are located.
- Where everyone should go on hearing the fire alarm.
- Where outside Fire Assembly Points are located by walking to them.
- Where Fire Action notices are displayed in each room and at all fire exit points.
- How to activate the fire alarms if they see or smell a fire.

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

FIRE SAFETY TRAINING

Members of the teaching staff and support staff receive regular fire safety refresher training using the Educare online training.

SUMMONING THE FIRE BRIGADE

The School Offices are manned between 8.00am and 5.00pm during weekdays in term time and between 09.00 and 16.00 during holidays apart from Bank Holidays and Christmas closedown.

For the Senior School the fire alarm master panel is located in the reception hallway and when the alarm is activated will indicate the location of all the alarm point on the networked alarm system.

The Prep School the fire alarm master panel is located in the reception hallway and when the alarm is activated will indicate the location of all the alarm point on the networked alarm system.

The School Office and/or the Bursar/Site Team will summon the Fire and Emergency Service once an emergency is confirmed.

Outside of normal school operating hours, the emergency services would be summoned by other site dwellers unless warned of a planned fire practice.

VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at the Senior or Prep School Office Reception as appropriate, 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 Procedure and are shown the way to the Fire 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 fire alarm sounding.

DISABLED PUPILS AND CARERS, STAFF AND VISITORS

All visitors are required to sign in at the main School Office Reception at the Senior or Prep School Office Reception, where a prominent notice is displayed for persons entering the site to declare if they require assistance. Staff will provide all visitors with a suitable evacuation strategy. A Personal Emergency Evacuation Plan will be created by the School staff if deemed necessary and passed to the Visitors Host.

Certain parts of the school have one or more upper floors accessible by lift. As this lift is not fire protected, evacuation necessitates use of the stairs or waiting for the Fire and Emergency Service in the nearest designated safe refuge. The Visitors host will ensure that the name of the disabled person, together with the location of their safe refuge point, are passed to the Senior Fire Marshal as soon as the host has reached the assembly point. It is the responsibility of the Senior Fire Marshal to ensure that this information is passed as soon as possible to the Fire and Emergency Service.

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 conducting a roll-call on arrival at the

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

RESPONSIBILITIES OF FIRE WARDENS

We have at least one Fire Warden responsible for each building detailed to check the building on evacuation to ensure it is clear and report to the Senior Fire Warden. Fire Wardens are appointed who do not have specific duties in the event of fire or other emergency for looking after pupils, (although members of the teaching staff may also opt to be trained as Fire Wardens). All Fire Wardens are “competent persons” who have been trained to provide “safety assistance” in the event of a fire. Fire Wardens receive regular refresher training and carry out their duties to a specific individual building evacuation plan. (see detailed Fire Drill procedures).

FIRE PRACTICES

We hold one fire practice for both the Senior phase & the Prep phase every term at the Marist School. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of Fire Wardens 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 the Marist School:

Fire Detection and Control

- The school operates a whole site radio linked Fire Alarm System in the Senior School. The Prep School has a separate fire alarm.
- The system is installed to BS5839 - Part 1:2002 - L2
- The system is maintained to BS5839 - Part 1:2002 for periodic or annual inspection and test.
- The fire alarm sounds in all parts of all the buildings.
- The fire alarm master panel in each building shows the location of an active alarm.
- Fire alarm call points are rotationally tested weekly and recorded.
- An ISO9001 certified contractor (currently Howard Electrical Services) carries out termly testing of fire detection equipment.
- Site team carry out regular checks on operation of fire doors.
- Floor plan drawings of all buildings are available from the Site Team which also show gas and electricity services details.

Escape Routes and Emergency Exits

- There are generally at least two escape routes from every part of all buildings.
- Fire Action Notices are displayed in every room, corridor and stairwell.
- Fire extinguishers are located at every fire exit in each building.
- All stairs, corridors and emergency exits are illuminated by emergency lighting which operates by battery in the event of a main electricity failure.
- Fire alarm activated automatic closers are fitted on some doors in or leading onto escape routes.
- Fire exits routes and doors are kept clear at all times.
- Site team check that escape routes for each building are not obstructed.
- Fire extinguishers are tested and serviced annually.
- Emergency lights are checked and tested on a monthly rotation.
- Records of all tests are kept in the Fire Logs in the Senior & Prep Schools

Electrical Safety

- The School employs a NICEIC approved Electrical Engineers to inspect and maintain the electrical installation to its buildings.
- Regular portable appliance testing takes place.
- Records of all tests are kept in the Bursary.
- All computers, projectors, printers and electronic whiteboards have been set to switch off automatically every evening and during holidays and weekends.
- The Chef (Chartwells employee) checks that all kitchen equipment is switched off at the end of the day.

Lightning Protection

- All lightning protection and earthing conforms to BSEN23065-2012. It is tested annually by a specialist NICEIC approved contractor.
- Records of all tests are kept in the Bursary.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe registered engineers.
- All kitchen equipment is switched off at the end of service. The Chef (Chartwells employee) checks that all kitchen equipment is switched off at the end of the day.
- The Science technicians check each laboratory daily to ensure that the central gas supply is turned off.
- Records of all tests are kept in the Bursary.

Safe Storage

- Fuel for ground vehicles is kept in a purpose made Fuel Storage tank located in a secure area.
- 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

- Combustible materials used in teaching, maintenance, grounds and caretaking are stored in flame proof cupboards.

LETTING OR HIRING THE SCHOOL

Our standard contractual terms used for letting and hiring of school facilities covers fire safety and specifies that the hirer should certify that they have read and understood the School's Fire Safety Policy.

PART 3: 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.

The Marist School has a fire risk assessment carried out by Judicium which is updated every 3 years. Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are constructed or when changes are made to the way the school operates.

A copy of the Marist School's fire risk assessments is available from the Bursary, together with this policy document, which is contained within the school's overall Fire Safety Policy document and is available on the school's intranet. 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.