



Millfield Schools Fire Safety Policy

This policy refers to the Senior School, Preparatory School, Pre-Preparatory School and EYFS

1 Scope

This guidance is applicable to all premises under the control of the School and details the approach to the control of risk from fire.

2 Objectives

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

3 Guidance

3.1 The School has in place procedures for:-

- carrying out fire risk assessment;
- preventing fires;
- evacuation in the event of a fire;
- maintaining and checking all fire detection, alarm and fighting systems.
- responsibilities of personnel

3.2 All fire officers have the responsibility of ensuring that procedures for their buildings are implemented. This would include highlighting any high risk areas or activities which take place. This is then to be brought to the attention of all employees and others who may be affected by:-

- bringing fire evacuation procedures to the attention of all employees, contractors and visitors, etc;
- providing at least one trained Fire warden in every building and boarding house. All Fire wardens are trained to provide "safety assistance" in the event of a fire. Fire Wardens receive regular refresher training.

4 Fire Risk Assessment

4.1 All of the School premises will be subject to a fire risk assessment. This may be conducted by an external consultant or other competent person. The person undertaking the assessment should liaise closely with Heads of Department.

4.2 The fire risk assessment will be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage.

4.3 A copy of the fire risk assessment report will be available on the xtranet and employees' attention brought to any hazards found in the assessment by fire officers.

4.4 Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

4.5 Regular assessments will be made by staff, to ensure that the walkways are kept clear of obstruction and tripping hazards.

5 Fire Detection

Each of the School premises has adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons. Further guidance can be found within the fire prevention policy.

6 Fire Alarm

6.1 Each of the School premises has an adequate means of raising the alarm in the event of fire.

6.2 The fire alarm system in each location is to be tested weekly with the date and time made known. This will be managed by the fire officer for the relevant building. The alarm will be activated using a different activator point each week, where this is practicable and recorded in the fire logbook.

6.3 The fire alarm system will be serviced six monthly by a competent contractor. Further guidance can be found in the fire prevention policy.

6.4 Records of these tests and servicing are maintained by the electrical supervisor.

7 Fire Fighting Equipment

7.1 The fire risk assessment will determine the minimum level of fire fighting equipment which must be present in the School premises.

7.2 Fire extinguishers, fire hoses, wet and dry risers and/or other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher/hose reel/system.

8 Emergency Lighting

8.1 Emergency lighting must be installed in the school where lighting would continue to be required in the event of a mains power failure, eg stairs, passageways and emergency exits.

8.2 Records of testing and servicing of emergency lights will be maintained by the Electrical supervisor.

8.3 Testing of system will be carried out by an competent contractor on a three monthly basis as in accordance with fire prevention policy

9 Emergency Procedures

9.1 Written emergency procedures will be provided. These written instructions will include procedures in the event of a fire /emergency.

9.2 Grab sheets will be displayed in each building of the School premises detailing the action to take in the event of a fire, and highlight the assembly point to evacuate to in an emergency.

9.3 There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed with pictograms.

9.4 The means of escape will be regularly inspected by the Fire Wardens to ensure they are kept clear of obstructions and tripping hazards.

9.5 Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place, visitors will be catered for by H&S Advisor when notified.

9.6 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 head count on arrival at the 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 Fire Officer. It is the responsibility of the Fire Officer to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

9.7 SUMMONING THE FIRE BRIGADE:

There are standing instructions in the form of Grab sheets in every building which have the emergency contact numbers and the instructions to direct the emergency services to the scene of the incident. All staff are made aware of these on their initial induction and should familiarise themselves with the ones in their workplace.

All staff are made aware that they are responsible for alerting the emergency services in the event of a fire occurring

9.8 Fire drills will be held regularly in all buildings. Drills in boarding houses will be conducted through the silent hours every term.

9.9 Written records of fire / evacuation drills will be maintained in the fire log book which is kept by the Fire Officer for that building.

10 Fire Training

On arrival at Millfield all staff will undergo an induction of their workplace in regards to fire risks within their building and the site in general.

10.1 Staff will be informed in relation to:-

- action to take if they discover a fire, including how to activate the fire alarm;
- action to take on hearing the alarm, including location and use of exits and escape routes
- action to take in the event of an incident occurring
- areas of greater risk of fire on the campus

10.2 Pupils will be informed of exits and escape routes

10.3 Fire Wardens will be trained in:-

- emergency evacuation procedures;
- use of fire extinguishers; emergency procedures
- how to spot fire hazards.

10.4 Visitors and contractors:-

- on arrival at the School will be made aware of the procedures and assembly points in the event of an evacuation.
- For events with large numbers of attendees, such as open days or concerts an announcement will be made at the beginning of the event regarding evacuation arrangements

11 Fire Prevention

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented the H&S Advisor will:-

11.1 Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc);

11.2 Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;

11.3 Maintain awareness through training and refresher training of the preventative steps that need to be taken;

11.4 Consult regularly with the Fire wardens;

11.5 Include fire prevention and evacuation procedures during the induction process with all new starters; and

11.6 Pay close attention to the activities of contractors as appropriate.

12 Fire Records

Records are kept of training; inspections; evacuations and maintenance of systems and equipment. These will be maintained by the Health and Safety Advisor and fire logs by the Fire Officer for each building. Maintenance and record keeping of fire systems will be the responsibility of the electrical supervisor.

Recommended review period: Annual

Review by: H&S Advisor

Date reviewed: September 2015