



Fire Safety Policy

1. Introduction

- 1.1. Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity 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 Reed's School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

2. Role of the School Fire Safety Manager

- 2.1. The Director of Estates and Facilities is the designated School Fire Safety Manager, who is responsible for ensuring that:
 - The Fire Safety policy is kept under regular review by Governors 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
 - Fire induction training given to new staff and pupils
 - 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
 - Records are kept of all fire practices (including night practice evacuations from boarding accommodation)
 - Certificates for the installation and maintenance of fire fighting systems and equipment are kept

3. Emergency Evacuation Notice

- 3.1. All new staff and pupils, all contractors and visitors are shown the following notice:
 - 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.
 - If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the Assembly Point at The Cricket Outfield.
 - If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
 - The Duty Security Person or the Senior Member of the Boarding Staff will summon the Emergency Services if a fire is detected. All alarms are first investigated by the Duty Security Person.

- If you have a disabled pupil in your class, you should accompany them to the Assembly Point. If you are located in an upper floor you should direct him or her, together with his or her carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge.
- Take the register of your class as soon as you reach the Assembly Point.
- Report anyone who is waiting to be evacuated from a designated refuge, or who is missing should be reported immediately to Duty Security Person, Senior Boarding Staff member on duty or the School Fire Safety Manager who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
- Remain at the Assembly Point with your pupils until the all clear is given.

4. Briefing New Staff and Pupils

- 4.1. All our new staff (teaching and support alike) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at Reed's School. 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.
- 4.2. 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. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

5. Summoning the Fire Brigade

- 5.1. The person discovering the fire should sound the alarms by breaking a 'call point'. The person discovering the fire should summon the Fire Brigade. If the fire alarm is activated automatically by a detector the Duty Security Person will summon the Fire Brigade if a fire is discovered. A Duty Security Person is on duty every day of the year and for 24 hours per day. There is also a Senior Member of The Boarding Staff on duty while boarders are on site during the evenings and weekends. The Alarm Panel is located in the main entrance and a duplicate panel is located in the entrance to the Sixth Form House. This shows the location of all the alarm call points on the networked alarm system in the school buildings which is physically located in the school office.

6. Visitors and Contractors

- 6.1. All visitors and contractors are required to sign in at Reception or in the Estates and Facilities 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.
- 6.2. 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.

7. Disabled Staff, Pupils or Visitors

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- 7.1. We have a special one to one induction on fire safety for disabled pupils and their Carers and for disabled members of staff and visitors.
- 7.2. We have designated safe refuge points on the upper floors to the teaching areas adjacent to the lifts. These are in the DT building, Bridgeman Building, The Close Day Pupil Centre and the Cricket Centre. Currently wheel chair access is not available to the upper floors of the boarding accommodation. Signs are provided to indicate refuges which are adjacent to the lifts. When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to manage the evacuation process. The procedure is:
- a) Do not use the lift for evacuation. This will automatically be disabled in the event of a fire.
 - b) Evacuate using the staircase if possible. If not remain in the refuge adjacent to the lift. If evacuation is possible the disabled person should report to the assembly point together with the carer or host.
 - c) A member of Caretaking and Security team will attend at all refuge points. If evacuation is necessary this will be managed by the Caretaking and Security team. An "Evac. Chair" is available at all refuges. If evacuation is required to be carried out by the Fire and Emergency Service this information will be passed onto them by the Fire Safety Officer.

8. Responsibilities of Teaching Staff

- 8.1. 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 the School Fire Safety Manager or the Duty Security Person. It is the responsibility of the School Fire Safety Manager or the Duty Security Person 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.

9. Responsibilities of Fire Marshals

- 9.1. We have at least one trained Fire Marshal in every building and boarding house. All Fire Marshals are 'competent persons' who have been trained to provide 'safety assistance' with the evacuation of the buildings. The Fire Marshals should report the safe evacuation of each building to the School Fire Safety Manager or the Duty Security Person. Fire Marshals receive regular refresher training.

10. Fire Practices

10.1. We hold one fire practice every term at Reed's School. We also practice a night-time evacuation of the boarding houses every term. 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.

11. Fire Prevention Measures

11.1. We have the following fire prevention measures in place at Reed's School:

11.2. 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.
- Boarding accommodation, all escape routes and staircases are protected with fire doors and construction to provide a minimum 30minutes escape period.
- Active measures are provided with fires extinguishers (of the appropriate type), smoke/heat detectors, call points and automatic fire doors. Academic areas are generally only provided with call points. Boarding accommodation and buildings attached to boarding are provided with automatic detection and alarm systems interconnected to evacuate the whole of the school.
- All stairs, passages and emergency exits are illuminated by emergency lighting
- The master panel for the alarm system is located at the main entrance and a duplicate panel is located in the Sixth Form House entrance and the Sports Hall entrance. The fire alarm system is fitted with an uninterrupted power supply (UPS).
- School Fire Safety Manager or the Duty Security Person, after viewing the fire panel will call the Medical Centre and the swimming pool to advise them of the need to evacuate.
- The Fire Safety Officer will dispatch a member of to check the disabled refuges on the first floor of the Bridgeman Building, DT Building and Close Day Pupil Centre.
- It is the responsibility of all staff to keep fire routes and exits clear at all times. The Site Supervisor and the Director of Estates and Facilities will carry out regular inspections of escape routes.
- The alarm system is tested weekly and is serviced and tested by an ISO9001 certified/BAFE approved contractor biannually.
- Emergency lighting is tested every half term and has an annual full drain down test.
- Fire extinguishers are serviced annually.
- PATT testing of appliances in the boarding houses is carried out every half term. The remainder of the school is PATT tested annually.
- Records of all tests are kept in the Estates and Facilities office

- Displays in corridors, theatre scenery, stage curtains and props and gym 'crash' mats are treated with fire retardant spray.

11.3. 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].
- PATT testing of appliances in the boarding houses is carried out every half term. The remainder of the school is PATT tested annually.
- Records of all tests are kept in the Estates and Facilities Office.
- All computers, projectors, printers and electronic whiteboards have been set to switch off automatically every evening and during holidays and weekends.
- The Duty Catering Manager checks that all kitchen equipment is switched off at the end of the day.

11.4. 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 Facilities Office.

11.5. 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 Facilities Office.
- Landlord's gas safety certificates are held for all school domestic accommodation.
- All kitchen equipment is switched off at the end of service.
- All laboratories are fitted with 'Gasguard' safety system or a manual isolator which remains off unless gas is used during an experiment.

11.6. Safe Storage

- We ensure that flammable materials used in teaching or maintenance is locked in purpose-made, flame-proof containers at the end of every day.
- Weapons and ammunition used by the CCF are kept in a securely locked, fire resistant store.

11.7. Rubbish and Combustible Materials

- Flammable rubbish is stored 6m away from buildings.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.

12. Letting or Hiring the School

- 12.1. 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 duty security person is always on duty/call when the school is let or hired for an outside function or event.

13. Fire Risk Assessment

13.1. 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

13.2. Fire risk assessments are carried out every term to the boarding accommodation and annually to academic areas. All risk assessments use the check list from 'Safeguard' health and safety system. These are carried by the Director of Estates and Facilities.

13.3. Copies of Reed's School's fire risk assessments are on the 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.

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