



Fire Safety Policy

1 Introduction

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur, they are likely to be controlled or contained quickly, effectively and safely; or that if a fire does occur and grow, everyone in the school's premises is able to escape to a place of total safety easily and quickly.

Our priority is to take all reasonable precautions to minimise the risk to life and to reduce injury through the implementation of appropriate risk assessment, management plans, protective measures, training/instruction and monitoring. The school's fire safety policy, fire evacuation procedures and risk assessments set out our commitment to ensuring the safety of all members of the school community in the event of fire.

The *Fire Safety Policy* should be considered alongside associated policies including the *Health and Safety Policy*, *Fire Evacuation Procedures* and the *Risk Assessment Policy*.

2 Responsibilities

2.1 The Headmaster

The headmaster is accountable for fire safety matters at Emanuel School. He works with the bursar and estates director (fire officer) to ensure that the school meets its legal obligations and is responsible for ensuring that:

- procedures are in place to implement the requirements of this policy. In particular, he is accountable for ensuring that fire risk assessments and fire management plans are in place.
- the requirements of this fire safety policy and procedures are made known and available to the whole school community.
- adequate resources are available for fire prevention and fire precautions.
- responsibilities for fire prevention/precautions are clearly identified and assigned.
- appropriate instruction and training are provided to staff and pupils.

The headmaster delegates day to day responsibility for undertaking these duties through line management and identified roles.

2.2 The Estates Director (Fire Officer)

The estates director, accountable to the bursar, is responsible for ensuring that:

- a suitable and sufficient fire risk assessment (FRA) is carried out every 3 years by a reputable third-party consultant and control measures are implemented.
- the fire risk assessment is reviewed annually by a reputable third-party consultant with a review of recommended action points.
- fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.
- the risks from dangerous substances are eliminated/reduced so far as reasonably practicable.
- safe handling, storage and transport of dangerous substances and waste containing dangerous substances is arranged and maintained.
- records of maintenance, service and tests of fire detection, firefighting and fire safety equipment, fire practice drills are kept.
- the six-monthly professional check on fire detection and warning equipment is arranged.
- the annual service and maintenance of alarms, smoke detectors, emergency lighting and fire extinguishers by a certified contractor is arranged.
- fire alarms are tested weekly from different call points by a member of the estates team and that all tests and defects are recorded.



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- all emergency lighting is tested monthly by a member of the estates team.
- adequate means of escape are provided for all members of staff including those with disabilities and all other school users.
- means of escape/exit routes and signs are kept clear at all times.
- adequate number of fire marshals are identified and appropriately trained.
- information, instruction and training is provided to all staff and pupils.
- everyone in the school (including visitors and contractors) are given clear instructions on what they should do in the event of a fire.
- records are kept of the fire induction training given to new staff.
- procedures and arrangements for emergency evacuation are tested termly, recorded and lessons learnt.
- hot works are assessed and hot works permits are in place.
- there is a system in place for Personal Emergency Evacuation Plans (PEEPs) to be developed for staff and pupils where necessary.

Please note that this list is non-exhaustive.

The estates director (fire officer) delegates day to day responsibility for undertaking some of these duties through line management to the health and safety officer and other members of the estates team as appropriate.

2.3 All Staff

All Emanuel School staff are responsible for ensuring:

- to be aware of the fire safety arrangements and fire prevention measures, are fully conversant with the emergency evacuation procedures and assembly point.
- to make themselves aware of alternative routes to evacuate the building in the event that their nominated escape route cannot be used for any reason.
- to 'sweep' the building as they leave when the fire alarm sounds to ensure that all building users are safely evacuating as detailed in the school's *Fire Evacuation Procedures*.
- that any visitors or contractors under their charge at the time of any fire evacuation are safely guided out to a pre-designed assembly point.
- that they do not increase fire risks by following poor housekeeping and/or waste disposal practices.
- that they do not create fire hazards by overloading plug sockets, using multiple extension leads, using cable extension leads without fully extending, heaters must be plugged in at the mains and not into extension leads.
- to report dangerous situations or fire risks to the estates director and health and safety officer.
- that all corridors, stairways, entrances and exits are kept clear. Particular attention must be paid to designated fire exits and escape routes which must be kept clear at all times and without exception.
- that they do not tamper with or misuse any fire safety equipment, including blocking fire exits, propping open fire doors, moving fire extinguishers/blankets, removing signs or notices or blocking call points from clear view.
- to fully co-operate in any evacuation drills.
- that they store all flammable substances and materials in appropriate locations after use.
- that they do not bring in personal electrical items other than mobile phones and chargers unless approved by the head of department and health and safety officer in writing.

Please note that this list is non-exhaustive.



2.4 Teaching Staff

Teaching staff are responsible for:

- escorting their pupils safely out of the building in silence and in an orderly fashion.
- 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 fire evacuation duty manager. The same procedure is followed for support staff by a designated fire coordinator. It is the responsibility of fire evacuation duty manager to ensure that this information is passed to the fire and emergency service as soon as they arrive.

Form tutors will ensure that all pupils in their form are made aware of the current arrangements for emergency evacuation and that they obey all fire safety instructions.

2.5 Heads of Department/Line Manager

Heads of departments and line managers are responsible for ensuring that:

- fire safety procedures are observed within work locations and risk assessments for activities under their control include any necessary local fire precautions (e.g. for dangerous substances).
- COSHH products are risk assessed using the hierarchy of controls and a written risk assessment provided and departmental/central COSHH registers updated.
- new members of staff in their department have completed all training required for their role (e.g. electrical safety/COSHH).
- where highly volatile or flammable substances are used, fire arrangements and good housekeeping are maintained to minimize fire risk.
- Control of Substances Hazardous to Health regulations (COSHH) are followed.
- personal electrical items other than mobile devices and chargers are not brought in by members of the department without explicit consent from the head of department and health and safety officer in writing.

Please note that this list is non-exhaustive.

2.5 Pupils

Pupils must report any fire incidents, however small, and any concerns they may have about fire safety to their form tutor or any other member of staff.

They are also regularly reminded to not put themselves or others at undue risk.

2.5 Fire Marshals

Fire marshals are usually members of the support team (non-teaching staff) such as technicians, office, estates and security staff who have specific duties in the event of fire or other emergency in searching and clearing the designated buildings and giving instructions to staff and pupils. Please see the school's fire evacuation procedures for further details.

All fire marshals are competent persons who have been trained to provide safety assistance in the event of a fire. Fire marshals receive refresher training every three years.

Their role during a fire evacuation is described in the fire evacuation procedure of the main school site.

2.6 Contractor and Visitors

Contractor and any other persons on site must report any fire incidents, however small, and any concerns they may have about fire safety to the estates department.

Contractors are required to assess the fire safety risks arising from their works/activities and implement control measures as required. They also must ensure that they, and all staff falling under



their control, have received appropriate information, instruction and training to enable them to comply with this policy and the school’s evacuation procedures.

2.7 The following non-exhaustive list shows *specific fire safety responsibilities*:

Responsibility	Member of Staff
Termly fire practice drills/emergency evacuation drills on the main site in line with the school’s fire evacuation procedure	Deputy head: pupils/designated safeguarding lead (duty manager) and estates director (fire officer)
Ensuring that flammable rubbish and combustible materials are stored away from buildings	Estates director
Checking that all science, art and DT equipment is switched off, where appropriate, at the end of the school day	Head of department (<i>working with the relevant technicians</i>)
Ensuring that the mobile fume cupboards are inspected by the manufacturer annually	Head of Chemistry
Portable appliance testing	Estates director
All gas and installations (boilers, kitchen equipment etc) are regularly inspected, maintained and serviced by Gas Safe Registered Engineers	Estates director
Switching off all kitchen equipment at the end of service	Catering manager

Please note that this list is non-exhaustive.

3 Fire Preventive Measures

Emanuel School takes all reasonable precautions to prevent a fire from breaking out. Fire prevention measures include:

Electrical Safety

- Electrical equipment must be used properly and kept in a safe working order.
- Electrical sockets must not be overloaded and use of extension leads must be kept to a minimum.
- The school carries out the statutory fixed wiring inspections every five years. Remedial actions are implemented in a phased plan.
- Regular portable appliance testing takes place.
- All staff are regularly reminded to switch off IT equipment in classrooms and offices.
- Personal electrical items other than mobile devices and chargers require explicit written permission to be used on school premises from their head of department and the health and safety officer.

Lightning Protection

- All lightning protection and earthing conform to BS 6651-1999. It is tested by a specialist contractor annually. Records of all the tests are kept in the estates department.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by gas safe registered engineers. Records of all the tests are kept in the estates department.
- Boiler rooms must be kept clear, clean and locked.
- 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 checked daily, by science technicians, to ensure that the central gas supply is turned off.



Dangerous Substances

- All department heads must ensure that Control of Substances Hazardous to Health regulations (COSHH) are followed.
- All COSHH products must be risk assessed using the hierarchy of controls and a written risk assessment provided and departmental and central COSHH registers updated.
- COSHH products must be stored as per recommendations by the manufacturer.
- All new Science, Art and DT staff receive COSHH training as part of their induction plan.

Rubbish and Combustible Materials

- Flammable rubbish/combustible materials, such as cardboard boxes and packaging materials must be disposed of safely/stored away from buildings. When such materials are retained, they must be kept tidily in designated storage areas.
- Rubbish must be placed in metal bins or areas made of non-combustible material. Rubbish must not be allowed to collect in 'hidden' places (e.g. behind cupboards). Particular attention should be paid to general tidiness and areas around electrical appliances.
- Combustible materials used in teaching, catering, estates, grounds and caretaking are stored in secure cupboards and regulations are followed as to the storage, transportation, use and disposal.
- Combustibles must not be stored next to photocopiers.

Non-Smoking/Vaping Policy

Smoking/vaping is not allowed anywhere on the school's premises.

Other Preventive Measures

- Clothing and costumes are often highly inflammable; they must be stored tidily and well away from any heat source.
- Classroom displays and work displayed in other areas must be set up with care and away from sources of heat.
- Including fire prevention awareness in the induction process for all new starters and ongoing training.
- Theatre scenery and stage curtains are treated with fire retardant spray.

It is everyone's duty to ensure that any fault with fire notices and equipment is reported promptly to the estates team to rectify.

4 Fire Risk Assessment (FRA)

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the school premises. The aims of the fire risk assessment are:

- to identify the fire hazards,
- to reduce the risk of those hazards causing harm to as low as reasonably practicable,
- to decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the school premises if a fire does start.

An FRA is conducted every three years by a reputable third-party consultant who acts as the school's competent advisor and appropriate action is taken further to the FRA performed. The FRA will identify fire hazards and who may be harmed and suggest recommendations to minimise that risk. A full FRA will be conducted more frequently if significant changes are made to the interior of buildings, or new buildings are bought/added.

The FRA is reviewed annually at a minimum by the reputable third-party consultant, health and safety officer and estates director.



The recommendations and action plan from the FRA will be managed by the estates director and assisted by the health and safety officer. As required, fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

5 Fire Evacuation Procedures / PEEPs / Refuge Points

Alarms sound in all parts of the building. They are supplemented by visual alarms (red flashing lights) in the sound-proofed music practice rooms. All stairs, passages and emergency exits are illuminated by emergency lighting.

The safe evacuation of everyone, staff, pupils, visitors and contractors alike, is the school's priority. Emanuel School has clearly defined fire evacuation procedures tailored to each site to be maintained (main school site, off-site sports facility Raynes Park and the boathouse). Fire evacuation notices are strategically positioned around the school as appropriate, including at the gatehouse and reception. These detail the action to take in the event of a fire and highlight the assembly point to evacuate to in an emergency.

The means of escape for all occupants of the school premises are clearly signed with pictograms and are regularly inspected by the estates team to ensure they are kept clear of obstructions and tripping hazards.

Where disabled persons use/visit the premises, specific arrangements will be made to ensure they can escape in an emergency. Personal Emergency Evacuation Plans (PEEPs) are prepared to ensure health and safety for staff, visitors and pupils. A PEEP may also be drawn up where a pupil, visitor or member of staff is temporarily disabled or otherwise incapacitated (e.g. as a result of an injury or illness).

The school has designated safe refuge points which provide a temporary safe space for mobility impaired and disabled people to either wait for others to help them evacuate or to rest before continuing to evacuate. Refuge points are designated areas, which are separated by fire resisting construction, identified at the school in conjunction with the Local Fire Authority.

The fire refuge points are in the main school building Geography and History departments, sixth form and Dacre block.

The fire refuge points in the 6th form block do not have manned call points. It is essential that a PEEP recognises that if the person is based on upper floors of the 6th form someone is appointed as a buddy to assist them.

6 Fire Training

All new staff (teaching and non-teaching alike) are given a briefing on the school's emergency evacuation procedures within their first week at Emanuel School. The school asks staff to familiarise themselves where the emergency exits, escape routes, refuge points, firefighting equipment and outside assembly points are located and makes certain that everyone knows what the evacuation notice looks like. All new staff are shown how to activate the fire alarms at their nearest call point if they see or smell a fire.

The school will provide one to one induction on fire safety for disabled pupils and their carers and for disabled members of staff as required.

All new members of staff must complete an online module on health and safety awareness (including fire safety awareness) as part of the induction training within the first 2 weeks of starting. Staff training is repeated periodically as appropriate. Additional fire safety training will be reviewed dependent on departmental needs. Any member of staff involved in processes or activities that give rise to special fire hazards shall be given appropriate training in avoidance of fire.

The deputy head: pupils/designated safeguarding lead and estates director are competent persons that are adequately trained and/or experienced to perform their responsibilities regarding fire safety.

Fire drills form part of the school's fire safety training and everyone on site on the day of the termly drill is expected to participate.



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Pupils are to be informed of the fire evacuation procedures at Emanuel School on their first day and at the start of each academic year.

Fire marshals must attend fire marshal training every 3 years, this will include how to spot fire hazards, the provision of safety assistance in the event of fire and emergency evacuation procedures. Training on the use of the different types of fire extinguishers is provided but is not a mandatory requirement to be appointed as a fire marshal. The use of fire extinguishers is restricted to those who are trained to use them.

Visitors and contractors are to be made aware of the emergency procedures and assembly points in the event of an evacuation and that the school is a no smoking site. They are assisted, where necessary, during fire evacuation. For events with large numbers of attendees, such as open days, plays or concerts, an announcement will be made at the beginning of the event regarding evacuation arrangements.

7 Lettings to Third Parties

The school's standard hire agreement for lettings includes a paragraph on health and safety which includes fire prevention and fire safety expectations and familiarity with evacuation procedures.

8 Policy Review and Approval

This policy will be reviewed at least annually and on any significant change in activities that take place on the premises. Improvements and alterations may be carried out following advice by the Fire and Rescue Service, our insurers or other safety advisors as applicable.

Policy Review and Approval

Policy Owner	Bursar
Date of last review	January 2024
Approved by	Cabinet: 23 January 2024 H&S Committee: 21 February 2024
Responsible Committee	Health & Safety
Date of next review	Spring 2025

9 Related Documents and Policies

- Fire Evacuation Procedure – Off-Site Sports Facility Raynes Park
- Fire Evacuation Procedure – Boathouse
- Fire Evacuation Procedure – Main Site
- Health & Safety Policy – Main Policy
- Health & Safety Policy – Art
- Health & Safety Policy - DT
- Health & Safety Policy – Science
- Induction Policy
- Risk Assessment Policy