

King Edward's School and King Edward VI High School for Girls

Fire Risk Policy incorporating Fire Plan and Fire Risk Assessment

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Fire Risk Policy incorporating Fire Plan and Fire Risk Assessment

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This document is comprised of three parts.

Part One – Fire Risk and Prevention details:

- a Procedures for the reduction of fire risk
- b Fire procedures and staff training
- c Ensuring safety of staff and visitors
- d Fire drill procedures
- e Competent persons
- f Maintenance of Fire Equipment

Part Two is the Fire Safely Plan

Part Three gives an overview of the Fire Risk Assessment carried out of the three main buildings that comprise KEHS; being the main school (including the dining hall), the Design Centre and the KEHS Sports Centre and the nine buildings that comprise KES ; being the main building, the Robson Fisher Building, the Brode wing, the Martin Rodger Design Centre, swimming pool, Brode and Old Sports centres, Southall Pavilion and Eastern Road Cricket Pavilion. There are also two joint buildings; being the Ruddock Performing Arts Centre and the Grounds building.

The Fire Risk Assessments note some areas where improvement is required and a timeframe for improvement. The FRAs are separate documents and are completed by Wirehouse.

The school has also documented its procedures in case of fire in the 'Fire Regulations (Evacuation)' document.

Part One: Fire Risk and Prevention

A Procedures for Reduction of Fire Risk

Fire Hazard and the associated control measures:

The main danger areas where fire may begin (due to fuel, oxygen and a source of ignition) are as follows:

Kitchen and Dining Hall Areas

The Kitchen is out of bounds to all pupils; only Kitchen staff should enter. The Dining Halls (Boys' and Girls') and Kitchen area are fitted with break glasses. There is one exit from the KEHS Dining Hall, through double doors into the lobby, where there is an external fire exit and fire doors situated at either entrance to the lobby. If these doors were to be blocked exit is possible through the Boys' side of the dining hall. There are 3 exits out of the KES Dining Hall.

Science Laboratories, Chemical Stores and Preparation Rooms

Specialist measures have been taken to ensure that all volatile chemicals are stored in ventilated rooms.

Experiments using naked flames or involving reactions that generate heat are subject to specialist risk assessment and no pupil is ever allowed to work without staff supervision.

All doors into laboratories and Prep rooms are locked, and no pupil is allowed to enter these without a member of staff. All science labs have appropriate fire extinguishers.

A locked cabinet, which houses any radioactive material, is located in the Chemical Store room in KEHS and the basement in KES, which is not accessible to pupils or regular staff, and a radioactive hazard sign is affixed to the door.

The Chemical Store room has a half hour fire door which is kept locked, unless chemicals are being collected. Smoke detection equipment is located immediately outside the room and also inside the room. The room houses flammable materials cabinets and fire extinguishers, and the door to the room has a sign indicating the flammable materials within. This room has automatic smoke detection within the room.

The Chemistry Prep room has a 'flammables box' which houses a small working stock of chemicals.

Boiler Houses

The boiler houses are always kept clear of any flammable materials and boiler houses are maintained on a regular basis by an appropriately trained maintenance engineer. Testing of gas boilers is done on a regular basis and records kept by the Facilities Manager.

Other areas where fire may begin

The ICT rooms and music rooms – these have large numbers of computer terminals, increasing the risk of a fault occurring. Most classrooms have a computer and monitor linked to a LCD projector. All offices are equipped with at least one computer, monitor and printer.

In all of the above, the most likely cause of fire is an electrical fault. The risk is minimised by the testing of fixed and portable appliances and awareness training of all staff.

The Electrical System:

Portable appliances are tested on a regular basis. Testing is performed by trained individuals in the science departments and IT departments and, where necessary, by an external provider. All portable appliances are tested in accordance with best practice guidelines.

The fixed wire electrical systems in the building are subject to periodic inspection, the most recent having been carried out by the schools' electrical contractors during 2021 (100% test valid for 5 years). Records of this test are kept in the Facilities Office.

B Fire Procedures and Staff Training

Fire Practices and Routines:

The Schools have Fire Action Notices prominently displayed throughout the Schools, informing staff of the process to follow if a fire is discovered.

Fire training:

General staff training is focussed on the process of evacuation of pupils and staff from the building as quickly as possible, calling for help if required and then taking records of girls and identifying missing pupils. Fire evacuation practices take place at least once a term.

C Ensuring safety of staff and visitors

All staff receive training in fire evacuation procedures through the fire practice, the Fire Action Notices and the 'Action in Case of Fire' instructions ('Fire Regulations') which are circulated to staff periodically and are on the website.

The Schools ensure the safety of staff by maintaining fire detection equipment, enabling the safe evacuation of the building (tested through fire practices) and ensuring steps taken in part A to reduce fire risk are undertaken.

All visitors are accompanied by a member of staff, Fire Action Notices are displayed throughout the Schools and fire evacuation information is available at the sign in point at reception.

D Fire drill procedures

Fire Drills:

These are held termly. A written report, which includes any concerns raised by staff involved, is reviewed by the KEHS/KES Health & Safety committee and any recommendations are communicated to staff and students.

The first drill is held early in September. Staff are told of the time of the fire practice and reminded of the evacuation procedure immediately prior to the first fire practice.

The second drill is normally held in the Spring term when an attempt is made to replicate a real evacuation.

The third drill is normally held at the beginning of the summer term, avoiding the public examination season.

E Competent persons

Members of the Facilities team have the responsibility for identifying the source of the alarm call and extinguishing a small fire if safe to do so. Selected staff are trained as Fire Wardens.

F Maintenance of Fire Equipment

The Fire Alarm:

The schools have fire alarm systems. The system can be activated either manually from the panel, by any of the break glass switches, or automatically by any of the smoke detectors. The location of the existing detectors is recorded in the porter's lodges.

The alarm is sounded on a regular basis. A test sounding is carried out weekly on a Thursday morning and a record of this is kept.

There is an automatic dialling system that alerts those who live on site and an external company (if no response from on-site staff) if the alarm is activated out of hours.

The alarm system automatically releases the catches on our fire doors to contain smoke.

The Fire Alarm is maintained by a reputable contractor and annual maintenance is performed.

Fire Fighting Equipment:

A number of extinguishers are fitted throughout the schools, and these are checked and maintained on an annual basis by a reputable contractor with records of this review maintained by the Facilities Department.

Emergency Lighting:

There is a hard-wired system throughout the whole of the main buildings. The main school system is powered by the mains supply and is tested in accordance with legislation by a reputable contractor on an annual basis. Remedial works are performed in the summer break.

Part Two: Fire Safety Plan

GENERAL STATEMENT OF H&S INTENT

King Edward VI High School for Girls and King Edward's School are committed to:

1. Compliance with statutory requirements as a minimum and to always strive for best practice.
2. Assessing and controlling the risks that arise from school activities.
3. Providing a safe working and learning environment.
4. Ensuring safe working methods and providing safe working equipment.
5. Providing effective information, instruction and training.
6. Consulting with staff on health and safety matters.
7. Monitoring and reviewing systems and prevention measures to ensure their effectiveness.
8. Setting targets and objectives to develop a culture of continuous improvement.
9. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

1 INTRODUCTION AND SCOPE

- 1.1 Fire is a hazard in any part of the premises. Its consequences include the threat to the lives of the building users, damage to or loss of property and severe interruption to normal school activities or opportunities.
- 1.2 Managing the risk of fire demands fire safety precautions based on a combination of appropriate prevention and protection measures depending upon building use and occupancy, the inherent fire risks and the legal obligations laid on King Edward VI High School for Girls (KEHS) and King Edward's School (KES).
- 1.3 This Fire Safety Plan applies to all premises which are to any extent under the control of KEHS/KES. Its requirements extend to all persons at those premises including students, staff, visitors and contractors whether permanently or temporarily engaged.
- 1.4 Where premises are jointly occupied or share control of premises with other employers then the arrangements for fire safety and maintenance will be coordinated, communicated and documented. In these premises the fire safety arrangements and procedures of the principal or host occupier shall apply or local variations agreed by all relevant parties and relevant persons.
- 1.5 This fire safety plan applies to all other staff working in the school employed by any other employer, such as agency staff. In this respect other staff will comply with these relevant fire safety arrangements and policy.
- 1.6 KEHS/KES will, so far as is reasonably practicable, and in accordance with legal obligations and standards, in respect of every premises to:
 - provide and maintain passive and active fire prevention, protection and measures according to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken therein;
 - provide comprehensible and relevant information to staff and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments;
 - provide a programme of fire safety training;

- carry out and keep under review a fire risk assessment to analyse building and process fire risks, the existing preventive and protective measures and to identify areas for improvement;
- have in place a programme of works to improve or maintain the existing fire safety specifications;
- identify a sufficient number of persons, whether staff, security or others, to be present at all times the building is occupied with responsibility for initiating the fire evacuation procedure and provide information and assistance to the fire service;
- where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal and transportation of dangerous substances and ensure that, so far as is reasonable practicable, the risks associated with dangerous substances are reduced or controlled.

2 PRACTICAL FIRE SAFETY ARRANGEMENTS

- 2.1 As part of the fire safety plan, in addition to the management action outlined below, considerations of passive and active fire precautions are essential.
- 2.2 Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication and safe evacuation. In particular the:
- materials specification, design, construction and inspection of buildings, fire doors and escape routes taking into account the needs of pupils, service users, people with disabilities, contractors, the public, etc;
 - appropriate safe and secure location of building services e.g. gas and electricity;
 - provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and Disability Discrimination Act 1995;
 - provision of prominently located fire action notices (e.g. by fire alarm manual break glass points) to inform people of the action to be taken in the event of fire; and
 - education and training of staff in fire safety arrangements, in particular evacuation procedures and drills.
- 2.3 Active fire precautions are those features of the fire safety management system that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and fire-fighting equipment. In particular:
- the installation, maintenance, inspection and weekly testing of fire alarms;
 - the appropriate design, location, operation, monthly inspection and annual testing of adequate (emergency) lighting systems for fire escape routes;
 - the provision, use, appropriate type and location, and annual maintenance of portable fire extinguishers.
- 2.4 The fire safety arrangements will be based on the guidance; 'Managing for Health and Safety (HSG 65)' - Successful Health and Safety Management. The main strands of the strategy are: -

- Effective planning, organisation, control, monitoring and review of protective and preventative measures
- Fire safety risk assessments and building audits
- Fire safety systems and maintenance
- Fire warden and staff training
- Fire evacuation drills
- Building design, alterations and commissioning

3 PLANNING

- 3.1 Fire risk assessments are a requirement of the Regulatory Reform (Fire Safety) Order and are a structured approach to determining the risk of fire occurring in a premises or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the risk assessment must be incorporated in the fire emergency plan.
- 3.2 Fire Risk Assessments must be carried out and reviewed regularly (recommended to be annually) or when there is any building alteration or change of occupation and use of the premises, or following a fire incident/emergency, etc. The school currently contracts out this task to Wirehouse.
- 3.3 The risk evaluation and appropriate control measures to be taken into account will include those practical fire safety arrangements outlined above.
- 3.4 Risk assessments must take into account those who could be affected, e.g. numbers involved, their location, physical and mental capabilities and staff of organizations with whom a workplace is shared. The significant findings of the fire safety risk assessment will be made known to all other responsible persons as appropriate.
- 3.5 Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) must be developed for staff, pupils or other service users who have known disabilities that will impact on their ability to evacuate the particular premises.
- 3.6 Maintenance of fire safety systems falls under the umbrella of the Fire Maintenance Contract. The provisions of the contract ensure maintenance on fire systems and equipment is carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and Approved Codes of Practice and other associated legislation. The contract will ensure that Fire Maintenance Contractors are fully inducted for safe

work practices and are fully qualified to carry out maintenance on fire safety systems and will include: -

- Fire detection and warning system
- Emergency lighting
- Fire-fighting facilities
- Emergency routes and exits
- Fire safety signs and notices
- Portable electrical appliances (PAT) and premises installation testing (5 yearly)

- 3.7 Fire Warden and staff training are provided by the schools chosen trainer who conducts a number of courses annually.
- 3.8 Fire evacuation exercises will be carried out each term. The purpose of these exercises is to educate premises occupants in the correct manner of evacuating a building in the event of an emergency situation and to meet legal obligations.
- 3.9 Provisions will be made for the safe evacuation of disabled people via the use of Evac Chairs.
- 3.10 Fire evacuation of a building will be in accordance with established procedures in the fire policy.
- 3.11 All building design work shall comply with relevant codes and standards. New building works and refurbishment projects that include fire safety equipment and systems will be sanctioned prior to any work being carried out by the Facilities Management Team.
- 3.12 Testing of building passive and active fire evacuation systems are to be conducted by the Facilities Team at agreed appropriate times during normal hours and in line with current British or European test standards.
- 3.13 Porters will report any faults or problems to the Facilities Management Team who will forward the details to the competent contractor for rectification.
- 3.14 A fire safety logbook will be kept in the Porters' Lodge to record the details of all tests on passive and active preventative and protective measures, as well as training and fire drills.

4 ORGANISATION AND CONTROL

4.1 The Chief Master & Principal (delegated to the Facilities Manager) has overall responsibility for Fire Safety, maintenance, Emergency Plans and Staff Training

4.2 The Senior Leadership team will:

- ensure that this Policy and/or any departmental fire safety policies/codes of practice that complement this Policy are in place, properly implemented and reviewed.
- ensure that a Responsible Person is appointed to oversee and implement fire safety arrangements, and ensure that they are competent and appropriately trained to undertake their duties;
- ensure that arrangements are in place for the completion of fire risk assessments, including, where appropriate, technical surveys in respect of fire protection;
- ensure that fire, security, and health and safety arrangements are complementary.

4.3 the Facilities Management Team will:

- ensure that fire risk assessments are carried out for the school, and for specific activities such as hot working involving welding, cutting, work with bitumen, etc;
- ensure, in conjunction with the outcome of the fire risk assessment that the optimum number and type of fire extinguishers are installed in appropriate locations;
- ensure that fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly maintained;
- ensure that a robust and effective emergency plan is in place at each location to safely evacuate all persons, whether students, staff, visitors or building users. This emergency plan must take into account people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly. the plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation;

- arrange for the emergency plan to be issued to their staff, visitors, etc. to inform them what to do in the event of fire, particularly safe evacuation;
- arrange for a competent responsible person (Wirehouse) to be nominated to oversee and implement fire safety arrangements at their workplace(s) on their behalf;
- ensure that staff are appropriately trained in fire safety procedures to reflect the requirements of the fire risk assessment;
- ensure that a copy of the current fire risk assessment for the school is readily accessible, its provisions complied with;
- ensure that fire risk assessments are reviewed at least annually or whenever there is any building alteration, change of occupation or use of the premises or following an incident involving fire;
- ensure that effective arrangements are in place for contacting the emergency services;
- ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g. oxygen cylinders, storage of petrol, etc;
- confirm that their annual premises fire safety inspections address fire safety arrangements; and
- assist and support with the preparation and review (at least annually) of fire safety risk assessments;
- ensure compliance with the outcomes of the Fire Risk Assessment and that the necessary control measures are implemented;
- prepare and review the emergency plan issued to all staff;
- ensure information on fire safety arrangements is available to service users and visitors;
- ensure all staff and, where appropriate, contractors are instructed in the emergency plan
- arrange and review fire drills at a frequency of not less than six months;

- specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate the premises. Where appropriate, a PEEP must be developed;
- ensure fire alarms are tested weekly;
- monitor that fire alarm systems, detection devices, emergency lighting and fire extinguishers are appropriately and regularly maintained;
- keep the fire log book or equivalent up to date;
- ensure that fire action notices (displayed at fire alarm call points) and fire signage are appropriate and kept up to date;
- ensure all escape routes are kept clear of obstructions and that access to fire extinguishers and fire alarms is not impeded;
- ensure that the annual testing of portable electrical equipment and periodic testing (5 yearly) of the fixed electrical installations has been carried out.

4.5 Staff must:

- ensure they are familiar with the emergency plan for their workplace and co-operate by participating in fire evacuation/drill procedures and by observing practical fire safety arrangements;
- know, and co-operate with, the responsible person for the school (Facilities Manager);
- report to their manager or supervisor any concerns about fire safety;
- be familiar with all escape routes;
- not wedge fire doors open, nor block or obstruct them;
- be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service;

- promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and NOT attempt to extinguish a fire unless they have been specifically trained; and
- comply with the No Smoking policy

5 MONITORING

5.1 The following Key Performance Indicators will be used to monitor the effectiveness of the Fire Safety Plan: -

- i. Number of fires recorded annually / number of fire related incidents.
- ii. Achieving set schedules and time frames (evacuation drills and building audits).
- iii. Measuring the number of Fire Service call outs against cause.
- iv. Number and nature of enforcement, alterations or prohibition notices from statutory authorities.
- v. Annual premises inspection and meetings to ensure actions and progress are made.
- vi. Annual audit of all fire systems by the Facilities Management Team.

6 REVIEW

- 6.1 Annual audit of all fire systems by the Facilities Management Team to ascertain compliance with not only statutory provisions but with this Fire Safety Plan.
- 6.2 Active reviews will take place prior to any likely accident or event
- 6.3 Reactive reviews will take place following a fire safety event occurring
- 6.4 A review will also be undertaken following a fire, changes to the premises construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and roles

7 FIRE PROCEDURES FOR STAFF AND TRAINING

The effects of a fire can be devastating in terms of lives lost, injuries, damage to property and the environment and business interests. Most fires are preventable and can be avoided by implementing fire safety policies and procedures and by fostering a robust fire safety culture.

The general duties imposed upon individuals by The Health and Safety at Work etc. Act 1974 (HASAWA) also apply to fire safety. Fundamentally, fire safety is the responsibility of everyone, and everyone has a role to play in ensuring that the risks from fire are minimised.

The detailed procedures for fire evacuation are found in 'Fire Regulations (Evacuation) and Lockdown' but 7.1 to 7.4 provides a summary of the key points.

7.1 What staff and other building users should do if they discover a fire

- Raise the alarm by operating the nearest fire alarm call point
- Evacuate to a safe place via the nearest fire exit
- DO NOT USE THE LIFT
- Trained personnel to tackle the fire only where appropriate.
- Where appropriate check toilets and close windows and doors on the way out.
- If have responsibilities for assisting persons with Personal Evacuation Plans respond as required following the actions as identified in the Plan.
- Leave the building by the nearest exit.
- Do not stop or return to collect personal belongings.
- Ensure visitors are escorted from the building to the assembly point.
- Close any doors en-route without delaying your escape.
- You must remain at the assembly place which is the field at the front for KEHS and the parade ground/mini astro for KES.
- Return to the building only when authorised to do so.

7.2 What staff and other building users should do if they hear the fire alarm

- Leave the building by the nearest fire exit following the directional signage.
- Close any doors en-route without delaying your escape.
- Do not stop or return to collect personal belongings.
- Do not use any firefighting equipment unless you have been trained.
- Do pass any information to the building responsible person at the assembly point.
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

7.3 Contacting the Emergency Services

The Head Porter will contact the fire service if it is a confirmed event. In their absence, another member of the porter team will make contact via their mobile phone outside the building stating the location of the fire and assisting with any queries the fire service may have.

7.4 Visitors and/or Contractors

In many buildings, visitors will be present on a regular basis. Other people, such as contractors, cleaners, etc. may be present on a regular, or ad-hoc basis. Any of these people could require assistance to evacuate the building and they all need to be taken into account when defining emergency procedures and responsibilities.

The visitor should be made aware of fire evacuation procedures for the premises (these are included on the visitor pass). In the event of a fire evacuation, the person hosting the visitor(s) is responsible for escorting them to the fire assembly point.

Contractors should also be logged in and out of premises by reporting to reception and the respective Porters Lodge. Upon induction, they should also be given information about the site's fire evacuation procedures that they should then follow in the event of a fire evacuation.

7.5 Formal Training

Basic Fire Awareness

Basic fire awareness training is mandatory for all staff. This training will be delivered through either through online provision (TES) or via a face-to-face training session on INSET days.

New staff joining the School will be required to complete fire awareness training within one month of their start date.

Refresher

Refresher training is required **at least once every three years** thereafter.

Fire Marshall with Fire Extinguisher

Having fire extinguishers in a building will not improve its fire safety unless staff are sufficiently trained to use them. Key staff identified are to undergo appropriate fire extinguisher training.

Refresher

Refresher training is required every three years

H Fire Risk Assessment

A Fire Risk Assessment was performed at KES/KEHS in October 2022 by Wirehouse, who are the school's retained Health & Safety advisors and this has been reviewed by the Facilities Manager with feedback on the nature of the findings provided to the Bursar - Finance and Estates.