

## **Fire Safety Policy**



**This policy applies to the Whole School.**

### **Introduction**

The Regulatory Reform (Fire Safety) Order 2005 requires the controller of premises to ensure fire safety measures are in place. It is the overall aim of Bradford Grammar School to minimise the risks to staff, pupils and visitors which may arise from fire. This will be achieved by ensuring precautions are taken to prevent fire and minimise the risk of casualties and damage if fire occurs.

The School operates a full evacuation system at all times of the day or night.

All teaching staff, non-teaching staff, pupils, visitors and contractors will leave the building when the alarm is sounding and make their way to the designated fire assembly points (see below) using a safe emergency exit route illustrated by the 'Green Fire Exit Signs'

When at the assemble points all persons will wait in an orderly way until a roll call has been conducted or a member of the school's senior staff gives the all clear to return to the building.

A normal school day is between 08.45hrs and 16.00hrs the system is well practiced and rehearsed with no indicators of problems.

Between 07.30hrs and 08.45hrs all persons in the building are expected to wait in the assembly points until a senior member of staff is satisfied that no emergency exists before the all clear is given and persons can re-enter the building.

Between 16.00hrs and 18.00hrs all persons in the building are expected to evacuate the building and go to the assembly points without leaving the school grounds first in order that a report can be given to the senior member of staff on duty that as far as reasonably practicable the building has been evacuated and all persons are present.

With regard to fire evacuation arrangements on Saturdays, these arrangements will be the same as the above mention out of normal hour arrangements in that all persons are expected to vacate the building and go to the designated assembly point were the most senior member of staff on duty, as far as reasonably practicable, will ensure that all persons have evacuated the building safely and confer this message to the emergency services if they have been called.

Adult members of the School are of course expected to not only evacuate themselves but to also vigorously encourage pupils to head to the assembly points. We are required by law to be in a position that if the fire service do attend, we can say to the best of our knowledge that the building has been evacuated and is clear.

Pupils who have a disability and have a PEEP (personal emergency evacuation plan) will gather under the veranda and will be met by the special educational needs support assistant, who will notify the duty caretaker by telephone, who will then notify the assembly point co-ordinator by radio they have evacuated the building safely and are underneath the veranda (unless a fire is in that area).

## **Objectives**

Bradford Grammar School is committed to establishing and maintaining high standards of fire precautions in order to protect all users of its buildings.

In order to facilitate this we must:

- Ensure all reasonable steps are taken to provide an adequate level of fire safety within school
- Take suitable steps to ensure compliance with relevant fire safety legislation, primarily the Regulatory Reform (Fire Safety) Order 2005
- Accept that effective fire safety management is an essential element in the day to day running of school premises and activities
- Carry out a suitable fire safety risk assessment and review every year or as circumstance change
- Identify any necessary upgrade works in terms of fire safety and incorporate them into a fire management plan to enable prioritisation of funding in relation to perceived risks
- Work in conjunction with the necessary authorities to ensure risks are being removed, reduced and controlled effectively
- Provide the appropriate training to staff and pupils. This may be one or more of the following:
  - Fire awareness training
  - Fire evacuation training
  - Practical fire extinguisher training

Training will be reviewed and any changes or additions will be introduced as necessary.

- All visitors and contractors will be informed of the school fire evacuation procedures.

## **Responsibilities**

The Deputy Headmaster is the Senior Leadership Team (SLT) member with overall responsibility for fire safety matters in relation to evacuation, the school Bursar has overall responsibility for the management of fire within school and is assisted by the health, safety & training manager and estates manager.

The Deputy Head or in his absence a member of the SLT has responsibility for the whole school evacuation during term time and will report to the fire service directly as required after contact has been made with the fire service by the estates manager or his nominee (usually assistant estates manager). During non-term time the Estates Manager or the most senior member of the estates team will perform this role.

The School's Health, Safety & Training Manager will undertake fire risk assessments on an annual basis and prepare the necessary reports for inclusion in the School's policies / guidance database and reports to the SLT and Governing body.

The School's Estates Manager's responsibility when the School is operating is to check the fire panel and ascertain the location of the fire and if there is a need to call the emergency services make that decision. In the absence of the Estates Manager this role will fall to the most senior member of staff of the estates - department normally the estates maintenance supervisor.

Caretakers will undertake this function during lunchtimes and after hours. The fire service will attend site if alarm is activated after 10pm and before 6am regardless of any checks.

Responsibilities of the Senior Leadership Team include:

- Ensuring the Fire Safety policy is current and relevant
- Ensuring staff and pupils are trained, as necessary
- Ensuring a fire risk assessment is completed and reviewed every 2 years or as circumstances change
- Ensuring evacuation procedures are in place and communicated to staff, pupils and visitors
- Ensure the fire alarm system is tested and maintained
- Ensure fire call points are checked and maintained
- Ensure fire fighting equipment is checked and maintained
- Ensure records are kept for evacuations, alarm checks, fire systems and fire fighting equipment maintenance
- Ensuring emergency routes and exits are identified and maintained and fire action notices are displayed
- Ensure at least one fire evacuation drill is undertaken each term
- Ensuring all fire safety records and documentation is available for inspection by any enforcement authority

It is the responsibility of all staff to maintain a high standard of fire precautions in areas under their control or influence. Staff should ensure they are fully aware of the school fire procedure and it is their duty to ensure they communicate this to the pupils they are responsible for and any visitors they may have in school.

### **Fire training and evacuation drills**

Fire awareness training will be provided for all staff every 2 years. All staff must familiarise themselves with the School Fire Safety policy and Evacuation Procedures. Changes will be communicated to staff during the first week of the autumn term or as changes occur. All staff will be given the opportunity to undertake training in the practical use of fire extinguishers.

Pupils must be advised of fire evacuation procedures via form tutors during the first week of the autumn term.

New staff (including temporary and agency staff) will have the fire procedure explained to them as part of their induction. This will include actions to take upon discovering a fire, evacuation procedures, the location of alarm call points, escape route identification, exits

and assembly points. This will be undertaken by the Schools health, safety and training manager.

The school receptionist to take the hand held iPad mini and complete the roll call of non-teaching staff. Prior to the first evacuation exercise, a briefing note will be sent out to all staff and in particular form tutors to brief their pupils.

The senior line manager for the individual departments to liaise with the receptionist and give them an update to any staff that is present or in particular absent in order that the process of roll call is quick and efficient and can identify any staff who have not evacuated the building and measures can be put in place to trace them.

### **Maintenance of firefighting equipment and systems**

Fire extinguishers, firefighting equipment and emergency lighting are maintained under a contract administered by a competent person. In addition to this the school will carry out tests on systems and equipment between maintenance visits:

<b>SYSTEM</b>	<b>FREQUENCY</b>	<b>METHOD OF TEST</b>	<b>Competent person / Dept</b>
Fire alarm	Weekly	Test key operation of call points rotating each week.	Estates
Fire alarm	Daily	Visual check of panel for fault indications.	Estates
Fire alarm	Quarterly	Inspection of alarm	Competent person
Emergency lighting	Weekly	Operation of test switch and check light illuminates.	Estates
Emergency lighting	6 Months	Simulated failure of normal lighting	Competent person
Automatic door holders	Weekly	Confirmation that doors release when alarm is operated.	Estates
Fire extinguishers, fire blankets	Monthly	Check seals are intact, equipment is in place and annual inspection and maintenance is in date.	Estates
Fire extinguishers, fire blankets	Annually	Inspection and maintenance.	Competent person

Fire doors	Weekly	Check doors are closing fully	Estates
Fire exit doors	Weekly	Check doors are opening freely and that emergency exit fittings are operating correctly	Estates
Stairwells	Daily	Check that combustible material and storage has not been placed inside protected stairwell enclosures	Estates
Corridors, escape routes and fire exit doors	Daily	Check exit doors are unlocked and escape routes are free from obstruction	Estates

### **Contacting the Fire Service**

The school's fire alarm system is connected to a Redcare facility that ensures the Fire Service is called upon activation of the alarm between the hours of 22:00 and 06:00, and all times on Sundays, Bank Holidays and Christmas closure.

When School is in session the Estates Manager or his delegate will arrange callout of the fire brigade.

It is the responsibility of the Estates Manager or his delegate to meet the Fire Service upon arrival at the school. The estates manager is in charge during a fire situation in conjunction with the nominated SLT member.

### **Events and External Lettings**

Where events or lettings are organised it is the responsibility of the member of staff organising the event or arranging the letting to ensure the fire safety and evacuation procedures are communicated to visitors of the school. Maximum room numbers must be adhered to at all times, see Appendix 4.

### **Safe Storage**

We ensure that flammable materials used in teaching or maintenance are locked in purpose made flameproof containers at the end of the day.

Weapons and ammunition used by the CCF are kept in a securely locked, fire resistant store that is located within a permanently locked room, the door of which is fitted with an alarm and is fire resistant. The Armoury and ammunition store are on the School Fire Plan. Fires where explosives are involved are not to be fought.

### **Rubbish and Combustible Materials**

Flammable rubbish is stored away from the building in a secure rubbish compound. Combustible materials used in teaching, catering, maintenance and caretaking are stored in a flame proof cupboards.

### **Notices**

The fire action notice is displayed in all areas within school and also in Appendix 1 of this policy.

All fire exit routes are clearly identified with green 'running man' signs and directional arrows.

The assembly points are as follows:

#### **JUNIOR SCHOOL**

The far side of the Clock House playground, away from the school building.

#### **SENIOR SCHOOL**

The playing fields next to the Sports Hall at the bottom of site.

#### **NON-TEACHING STAFF**

Senior School lower playground area (bottom of site).

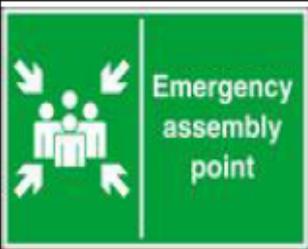
#### **EVENTS/LETTINGS**

Governor's Lawn

### **Information**

Appendix 1	Fire action notice
Appendix 2	Fire safety instruction (Information also to be communicated to new staff and visitors)
Appendix 3	Information for persons hiring school premises
Appendix 4	Maximum Occupancy Numbers

APPENDIX 1

<b>Bradford Grammar School FIRE ACTION</b>	
IF YOU DISCOVER A FIRE SOUND THE ALARM	
WHEN THE FIRE ALARM SOUNDS LEAVE THE BUILDING BY THE NEAREST EXIT	
AND REPORT TO YOUR DESIGNATED FIRE ASSEMBLY POINT	
DO NOT RETURN TO THE BUILDINGS UNTIL AUTHORISED TO DO SO	

## APPENDIX 2

### Fire safety instructions:

- Ensure you have read the Fire Safety Policy.
- Make yourself familiar with the location of fire alarm call points in your area, what they look like and how they operate (break glass, push).
- The first action upon discovering a fire is to RAISE THE ALARM even if the fire is small.
- Ensure you are familiar with the sound of the fire alarm (continuous ringing).
- Ensure you are familiar with the possible escape routes in your area. If in an unfamiliar area, follow the green running man signs.
- Ensure you are familiar with the push bar / exit fittings on the fire exit door.
- Ensure you are familiar with the location of fire extinguishers. FIRE EXTINGUISHERS MUST ONLY BE USED BY STAFF WHO HAVE BEEN TRAINED. Only use an extinguisher if it is safe to do so on a small fire only i.e. waste paper bin or unless the fire is blocking your path to safety and only after the alarm has been raised.

## APPENDIX 3

Information for persons hiring out school premises:

- Ensure they are aware of the Fire Action Plan (Appendix 1 of this document).
- Ensure they are shown the location of any relevant call point and how to use them.
- Describe the sound of the fire alarm (continuous ringing).
- Ensure they are aware of escape routes and to follow the green running man signs.
- Ensure they are aware of the location of the assembly point.
- Ensure they are familiar with the push bar / exit fittings on the fire exit door(s).
- Ensure they are familiar with the location of fire extinguishers. **FIRE EXTINGUISHERS MUST ONLY BE USED IF YOU HAVE BEEN TRAINED.** Only use an extinguisher if it is safe to do so unless your path is blocked by the fire or is a very minor fire e.g. in a waste paper bin and only after the alarm has been raised.

## APPENDIX 4

### Maximum Occupancy Numbers

The following maximum occupancy figures are based on information obtained from the Fire Safety Risk Assessment, Educational Premises from HM Government.

Area	Type of Event	Maximum Number of People	
Price Hall	Standing main hall	1000	
	Assemblies (chairs in rows main hall)	784	
	First Balcony seated only	78	
	Second Balcony seated only	230	
Dining Hall	Dining	354	
	Standing	200	
Dining Hall	Dining	200	
	Standing	200	
Balcony	Standing	160	
	Dining	70	
6th Form Centre	Standing	600	
Pavilion	PAV 2	Standing	200
		Seated	100
	PAV 3	Standing	60
		Seated	30

	PAV 1	Standing	60
		Seated	30
Theatre		Standing	600
Sports Hall		Standing or seated	400
DH Room		Standing or seated	60
Junior School Hall		Standing stage out	255
		Standing stage in	368
		Seated stage out	127
		Seated stage in	184

Calculations Room/Area divided by Occupant Capacity (school takes 0.45 as standard occupancy figure).

The maximum occupancy of specific areas has been calculated in two ways; calculation based upon the number of people able to evacuate the area in the specified time, and calculation based upon the available floor space per person. The smaller of the two is used to determine the overall occupancy in that area.

The Regulatory Reform (Fire Safety) Order 2005 requires us to calculate maximum occupancy and evacuation figures for all areas in School that can be used for hire. These figures can be adjusted if the right risk assessment and risk management techniques are applied. Early consultation with the Health and Safety Department may, in certain circumstances, give increased occupancy. This will be subject to an enhanced risk assessment and additional controls.

**Policy reviewed by:** Mr B Thorn, Health & Safety Officer  
**Last policy review date:** 10 September 2018  
**Next policy review date:** Autumn 2019