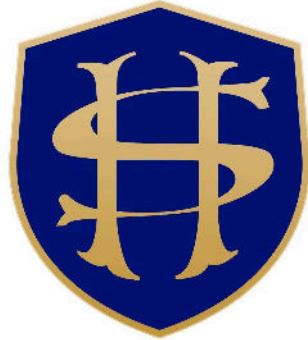


This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Sherborne House

Enquiring Minds, Extraordinary Stories.

Fire Safety and Prevention Policy

This policy applies to all pupils at Sherborne House School, including those
in the Early Years Foundation Stage (EYFS)

New Policy created: July 2019

Reviewed: 1st September 2024

Next review: July 2025

KEY STAFF FOR FIRE SAFETY AND PREVENTION

Head Teacher:	Cordelia Cripps
Chair of Health and Safety Committee:	Jimmy Miller
Lead Person for Fire Safety (“the competent person”):	Jimmy Miller
Fire Wardens/Fire Marshals:	Lee Tugby (Site Manager) Estelle Szasz (Administrator) Cordelia Cripps (Head Teacher)
Safeguarding Governor	Steven Wade

ADDRESS OF PREMISES

**Sherborne House School,
39 Lakewood Road, Chandler’s Ford, Eastleigh, Hampshire, SO53 1EU**

Sherborne House School is required under the Health and Safety at Work Act 1974, to comply with the relevant statutory provisions. Within this policy the responsible person will endeavour to observe measures to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. Measures will be taken to prevent or reduce the risk of fire and the spread of fire on the premises and to train and instruct employees, pupils, visitors and contractors in relation to the arrangements for action to be taken in the event of fire on the premises.

PERSONS AT RISK

During a typical working day there can be approximately 250 pupils and 40 staff on the school site.

FIRE RISK ASSESSMENT

In order to eliminate or reduce the risk of fire, hazards have been identified by means of risk assessment. The following risks were included in the assessment:

- i) Ignition Sources
- ii) Combustible materials
- iii) People at risk
- iv) Adverse structural features

The School engages FireCare Security & Electrical Ltd, to undertake its Fire Risk Assessment (FRA). This is undertaken every three years and also at any time when there is a significant change to the building or the way it is used. In the interim years, an annual in-house review of the Fire Risk Assessment is conducted. This is undertaken by the School Business Manager

Date of last external Fire Risk Assessment: August 2023

Next External review due: August 2026
Date of last in-house review of the FRA: December 2023

The Health and Safety Committee meets regularly to discuss and review all fire procedures and matters arising from risk assessments. The exact frequency of these meeting is to be determined by the Health and Safety coordinator in order to respond immediately to any issues that may arise.

MANAGEMENT OF POTENTIAL FIRE HAZARDS

- Boilers, sparks from light switches and other electrical equipment; All boilers are gas fired and are serviced annually by Wings Technical Services Ltd
- Smoking on the premises is forbidden.
- Combustible solids and liquids are not subject to heat or naked flame.
- Paper and card throughout the school should not be allowed to accumulate in piles.
- Bins are cleared each evening.
- Waste dustbins should be kept as far away from the school walls possible.
- All fabrics used should be flame retardant.
- All furniture should conform to British Standards.
- Kitchen staff ensure that chemicals used in kitchen are stored in an appropriate location.
- Cooking: electricity and gas services within the kitchen, staff room and nursery are regularly checked.
- Any smell of gas should be reported immediately to the office who will call the emergency number for the gas board whilst evacuating the building.
- Electrical: All portable appliances, including any belonging to staff and pupils and kept at school are checked regularly, usually annually. Fixed wiring is inspected by an external company every 5 years. No electrical equipment should be brought on site without the knowledge of and inspection by the person responsible for PAT testing. New items are tested at the end of their first year in use.
- The school has a policy in relation to the use of socket protectors, which takes account of up-to-date guidance.
- Computers: Computers are in every classroom, the school and other offices, and in a mobile units around school. Pupils should not be left unsupervised with computers.
- Fire doors are installed at the point of high risk.
- All internal doors are closed at the end of the working day.
- Contractors on site are required to complete a hot work permit and are fully instructed on the procedure for fire safety compliance and action to be taken in the event of a fire.
- The School Business Manager liaises with the fire service and Chief Fire Officer to request assistance and to confirm compliance with new legislation.

SUMMARY OF FIRE SAFETY RESOURCES

- There is a double battery back-up fire alarm system installed.
- *Escape Routes:*
 - *Wattles – In addition to the three main entrances, there is a first floor fire escape leading onto external steps. This external fire escape is accessed from the school business manager's office and there is a break glass for key if office locked,*

- o Oaks – There is one main entrance, a fire escape door is located at the bottom of the rear stairs, in addition there are fire escape doors in the two ground floor classrooms.
- o Wise Hall – There are the two main sets of external doors facing the Wattles building. A further fire escape door opens out into the car park.
- o Main Kitchen – there are two main doors, one directly from the kitchen, the second through the dry store
- o Beeches – There is the main entrance which is used by the first floor classrooms in the event of evacuation. Beeches 1 has a fire exit leading out opposite Pines and Beeches 2 has 2 fire exits leading onto the external play area – there are also inter connecting doors between these classrooms
- o Bowes – In addition to the main entrance, there are fire exit doors leading directly from each classroom
- o Studio – There is the main entrance, in addition there is an exit located through the rear store room
- o Pines – There are two main entrances to this building and the classrooms have an interconnecting door
- o Cedar – Each pair of classrooms has its main entrance, additionally there are inter connecting doors with keys in break glass units. In addition to the main entrance to the Cedar building, the hall have two fire exits and both changing rooms have doors opening out onto the field
- Appropriate emergency lighting has been installed across the site
- The school is equipped with appropriate fire detection equipment, including smoke and heat detectors
- The school has resources for tackling small fires, including extinguishers, fire blankets and sprinklers

SUMMARY EVALUATION (key adjustments are in red, other areas may also need editing)

- Overall responsibility for fire safety lies with the Headteacher, who delegates the leadership of action in relation to fire safety and prevention to Jimmy Millar, School Business Manager
- Average evacuation time in standard drills is 3 minutes and is judged to be adequate given that the spread of a fire is likely to be slow.
- Average time need to account for everyone at the roll call is 2 minutes
- Staff are instructed in the use of emergency fire-fighting equipment and in the procedures for an evacuation. Such training is included in the induction programme for new staff. It is adequate and the pupils have at least one escape drill per term
- Staff training and drills are always recorded in a fire log.
- There is adequate and sufficient means of fighting small fires.
- Formal risk assessment to take place regularly.
- Staff are alerted to find any hazards and report them to the Headteacher, office or any member of the Health and Safety Committee **AT ANY TIME.**

DETAILED EVALUATION

1. The school premises are used for educational purposes only.
2. There are portable fire extinguishers at strategic places around the school, on every floor and clearly marked locations. All staff are fully aware of their positioning. The number and

type of fire extinguishers and other fire-fighting equipment, and their positioning complies with current legislation.

- Maintenance of fire extinguishers is undertaken annually by Uni-Guard Fire Protection
- Maintenance of fire alarm system is undertaken annually by Uni-Guard Fire Protection
- Maintenance of emergency lighting is undertaken 6 monthly by Uni-Guard Fire Protection
- Maintenance of fire detection equipment is undertaken 6 monthly by Uni-Guard Fire Protection

3. *Routes of escape are clearly marked by standard signage, white arrows on green backgrounds and are very visible. The means of escape from each building are outlined as above and accessed.*

4. Fire drills are carried out at least once per term. The times of drills are varied to give pupils and staff experience of evacuating from different starting locations. The variation of times includes occasional drills to evaluate the procedures at challenging times, such as lunchtime or during wraparound care. Periodically, drills introduce a difficulty to simulate a real emergency situation.

5. There are fire alarms, and heat and smoke detectors, as appropriate, in each building.

6. Emergency lighting is in place for all floors and exits. These are checked half termly by the site manager. They are also checked visually with the weekly fire point tests. They are tested by Uni-Guard Fire Protection twice a year.

7. There is a detailed Fire Emergency Plan for the building

8. A fire log book is kept, which includes details of fire drills, staff training, alarm testing and escape lighting, located in the site manager's office.

9. In the case of an emergency requiring evacuation, particular attention is paid to those with disabilities, visitors, or members of the public who are unfamiliar with the evacuation process. For any pupil or staff member with either temporary or on-going limited mobility, the school will create, if required, a personal evacuation plan (PEP). This is likely to be prepared in conjunction with the person's doctor and/or nurse, and, in the case of pupils, the parents.

10. *Records of who is present (including class registers, staff signing in book and the part-time staff signing in/out book), including any visitors (in the visitors' book) are maintained in the school office and taken to the roll call point. Where such records are electronic, a class list, including absentees, is printed on a daily basis and amended during the day if required and taken to the roll call point.*

11. On occasion, the premises are used for after-school clubs. The adult leaders of these clubs will have received the same training as staff and attendance registers are maintained at clubs. When peripatetic teachers are on site there are always members of staff on site who are trained.

12. A register is kept of pupils attending care provision before and after school. Any pupils who arrive early, for example, for extra tuition, individual music lessons or sports coaching must register with Early Morning club on arrival.

13. Alarm systems are linked across the whole school site; When a fire call point is activated an alarm is sounded throughout the buildings, enabling the whole site to be evacuated.

14. The fire alarm panel is situated in the main office which will indicate the place of call point activation. In addition, there is a second panel in the Cedar Building which will provide detail of device activated, whereas the main panel in the office can only report the activation from the Cedar building

15. If the alarm is activated the main intruder alarm system will also activate. This is monitored by an external monitoring company. In the first instance they will attempt to contact the school, if unable to do so they will contact Kestrel Guards, the company responsible for out of hours call out attendance. If Kestrel Guards are unable to contact the keyholders the fire brigade will be called.

16. The school business manager/head teacher liaises with the emergency services when an incident occurs.

17. Information about access to the school is provided to the emergency services.

18. Information with regard to key holders and contact numbers is provided to Kestrel Guards

ARSON: THREE POINT ACTION PLAN

1. Deter unauthorised entry onto the site by
 - Installation of a robust fence and gate.
 - The main access is by intercom controlled gate and visitors are requested to report direct to the office. The main entrance gate is covered by CCTV.
 - Each building has coded locked doors which are also locked by key over night
 - An intruder alarm system which is activated once the premises is vacated
 - Ensuring that all windows are closed and locked once the premises is vacated
2. Reduce the opportunity to start a fire by ensuring that
 - Refuse containers are not accessible to the road
 - All flammable materials are stored securely in locked fire cabinets
3. Reduce scope of fire damage and any losses and disruptions by
 - Making sure all fire doors are closed
 - Ensuring that any flammable materials are returned to locked cabinets after use.
 - Training members of staff are in fire procedures, including evacuation drills and instructing in the use of fire extinguishers
 - Ensuring that all data to secure the continued operation of the school is backed up and stored off site

MAINTENANCE AND ROUTINE TESTING

Daily

- Staff ensure by visual inspection that exit routes are kept clear, that fire doors are not wedged open and that combustible waste has not accumulated in the classroom
- The Fire Warden checks that the fire alarm panel indicates no faults

Weekly

- The Site Manager ensures that the fire alarm is tested by using a different call point/zone each week and checks that the fire extinguishers in that zone are not damaged. Tests are logged.

Monthly

- The Fire Officer ensures that a flick test is carried out on the Emergency lighting every 4 weeks and logged.

Bi-annually

- The fire alarm system, including the smoke detectors, heat detector and emergency lighting is tested six-monthly by the provider, Uni-Guard Fire Protection

Annually

- All fire-fighting equipment is checked annually by the providers, Uni-Guard Fire Protection
- Portable electrical equipment is inspected annually and PAT tested by Wingss, or a sub-contractor thereof.
- All gas boilers are inspected annually by a Corgi registered plumber. The inspection will include the cut-off switch

Five Yearly

- Mains electrical installation will be inspected every five years by a Registered electrician

ROLES AND RESPONSIBILITIES IN FIRE SAFETY AND PREVENTION

Role of Fire Marshals:

- On hearing the fire alarm, all teaching staff to undertake role of fire marshal and will check that the floor is evacuated and, **without taking any risks**, ensure that the doors and windows are all closed. He/she will then report to the Senior Fire Marshal that the floor is clear. During a fire drill, the evacuation will be timed, aiming to vacate the building in two to three minutes.
- During the evacuation the fire marshal should encourage any pupils and staff around to evacuate and to proceed quietly to the assembly point.
- **The fire marshal's primary role is to ensure that there are no persons left in his/her designated areas.**
- Report to the person in charge of any person known to be remaining in the building.
- If the fire marshal is also a form tutor, he/she should then follow the procedure outlined below.

Role of Form Tutors:

- Registers are to be taken by form tutors, where a form tutor is absent for the day it will be the responsibility of the member of staff who undertook registration that half day. Where a form tutor is offsite, eg for a sports fixture, responsibility to undertake the roll call will vest with a member of staff who does not have a form tutor role as detailed by the head teacher of the school administrator.
- Class lists will be provided by the office staff at the roll call point

- Count heads at the assembly point and inform the person in charge once you have completed the roll call and accounted for all of your pupils.
- If you cannot account for all of your pupils you should verbally inform the person in charge of any missing persons immediately.

Role of teaching staff who do not have a tutor group:

- Assist in the evacuation of all persons in the building as you proceed to the Assembly Point. This may include stepping in to register a class whose form teacher is not present (see below).
- Assist in ensuring that all pupils proceed quietly to their Form Tutors and remain in a quiet and orderly manner until instructed to disperse.
- **It is important not to allow pupils to mix into other groups or in any other way become distracted from any announcement made by a member of staff. They should be encouraged to wait in a quiet and orderly manner.**
- In the event of any staff absences, you may be asked by members of the front office to act on behalf of a particular tutor. If so, you should place yourself in a prominent position and verbally call out for that member of staff's tutor group. Then follow the steps outlined above ("Role of Form Tutors").

Role of members of the front office

- *To ensure that the class list issued to staff in the event of an emergency are kept up to date. This list should contain the following:*
 - *A list of each member of that particular tutor group*
 - *Information of whether each pupil should be present in the building*
- *The information should be represented in an accurate, clear and simplistic format to allow efficient use by any member of staff in the event of an emergency. It is recommended that a single sheet should be produced for each tutor group.*
- If the evacuation is not a drill, the school business manager or head teacher is to dial 999 and call the fire brigade and, if necessary, other emergency services.
- *To ensure that a current list of pupils who are registered absent from school at the time of the evacuation is handed to the person in charge.*
- To ensure that the information on part-time staff, peripatetic and sports coaching staff etc and any visitors on site is taken to the roll call point.
- A member of office staff is designated to undertake a roll call of all adults on site at the time of the evacuation.
- *To ensure that in the event of any tutor being absent from school, the class list is handed to a member of staff responsible for the class at the time, ideally on exiting the building.*
- To ensure that in the event of any member of the front office being absent, that the responsibilities outlined above are delegated appropriately.

Role of Person in charge at the roll call point

- Confirm all persons have been accounted for.
- Gather the details of any fire or incident (location / type / adjacent fire hazards)
- Ensure that the fire brigade has been called by a member of office staff or via an automated system.

Note: The current fire system automatically alerts the alarm monitoring service and Kestrel Guards, unless they have been forewarned about a fire drill you should still contact the company directly by phone to confirm that they have been made aware of the nature of the emergency.

- Liaise with the fire brigade on its arrival.

Fire Action

Action to be taken if you discover or suspect a fire

1. Sound the alarm by operating the nearest fire alarm call point
2. Leave the building by the nearest available exit
3. If possible, close all doors and windows behind to prevent the spread of smoke and fire.
4. Report to the assembly point on the school field
5. Do not stop to collect personal belongings
Do not re-enter buildings

PROCEDURES IN THE EVENT OF A FIRE

Assembly point: Field to rear of Cedar Building

On discovering a fire

- Raise the alarm immediately by activating the fire alarm call points – this is achieved by pushing on the glass panel.
- Instruct all pupils in your class and nearby to evacuate the building immediately – without collecting personal belongings. Guide the children to the assembly point for roll call.
- Close windows and doors behind you if possible
- If it is possible without placing yourself at risk tackle the fire using the fire extinguishers which are situated on each floor. **Do not attempt to fight the fire unless you have been trained to do so.**
- Do not return to the place of fire.

On hearing the alarm

- Instruct all pupils in your class to evacuate the building immediately and calmly – without packing up personal belongings. Tell the pupils in your class to cease what they are doing and to proceed immediately and calmly to the assembly point where they are to register with their form tutors.
- Close all windows and doors in the room where you are situated, ensure that all your pupils have left the building, then leave yourself.
- Ensure any visitors accompany you to the Assembly Point.
- **Ensure that all pupils at the assembly point remain in their designated groups in a quiet and orderly manner.**

APPENDIX 2: SAMPLE LOG OF FIRE EVACUATIONS

Date	Reason (eg drill, false alarm, fire)	Time of day	Time taken		Comments on any issues arising	How and when issues were addressed
			to evacuate	To account for everyone		