



**12b FIRE RISK PREVENTION POLICY**

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| ISI | Part 3. Welfare, Health and Safety of Pupils and Other Legislation |
| NMS (if applicable) | 2,6 & 7 |
| Policy Owner (SLT) | CEJL |
| Governor Responsible | Carol Shaw |
| Gov Annual Review Date | Lent Term H&S Meeting |
| Next Gov Annual Review Date | Lent 2022 |
| Policy Last Updated | 11.01.2021 |
| On the Website | Yes |

Review of Policy

* 31.03.2016 – NU
* 19.10.2016 – CEJL
* 21.11.2017 – CEJL
* 18.12.2019 – CEJL
* 20.01.2020 – CEJL
* 11.01.2021 – CEJL
* 18.01.2022 - CEJL

# Please read in conjunction with:

* Health and Safety Policy
* Emergency Plan Boarding House
* Emergency Plan Common Areas
* Risk Assessment Policy
* Risk Management Policy
* Smoking Policy
* Promoting Positive Behaviour Policy

# FIRE RISK (PREVENTION) POLICY

References:

1. Regulatory Reform (Fire Safety) Order 2005
2. Building Bulletin 100: Design for Fire Safety in Schools
3. The Building Regulations Fire Safety Approved Document B

**Introduction.**

Bloxham School aims to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance in order to provide a safe environment for pupils, staff and visitors who are resident or non-resident.

The School has in place procedures for:

* Carrying out fire risk assessments
* Preventing fires
* Evacuation in the event of a fire
* Maintaining and checking all fire detection, alarm and fire fighting systems
* Fire system monitoring (custodian) in high risk or off-site buildings
* Signposting evacuation routes from buildings
* Carrying out staff induction and annual fire training

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school and by ensuring safe evacuation of our buildings if a fire breaks out. The Regulatory Reform (Fire Safety) Order, emergency plan and risk assessments at Bloxham School are designed to help our community to respond calmly and effectively in the event fire breaks out in one of our buildings.

**Responsibilities**

Governors ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation.

All school staff are responsible for maintaining a high standard of fire precautions in areas under their control or influence. Staff should ensure that they are fully aware of the emergency evacuation procedure (Appendix A and B). They shall ensure that windows and fire exits are kept clear and that fire doors are kept shut. They shall also ensure that pupils for whom they are responsible are evacuated in the event of a fire alarm evacuation

Overall responsibility for fire safety lies with the Bursar in his capacity as Chief Safety Officer. Day to day responsibility lies with the Health & Safety Manager. Management of fire safety is delegated from the Health & Safety Manager to appropriate staff in day areas and boarding houses as named below.

Person highlighted below are nominated as the evacuation manager/ fire marshal for the building, the duties are to:

* Check with teachers for missing pupils.
* Check with office staff for missing visitors.
* Conduct search for missing persons – if safe to do so and fire brigade yet to arrive.
* Inform fire brigade of any missing persons.
* Evacuate or inform people within the buildings in close proximity to the building that is on fire

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| **BUILDING** | **FUNCTION OWNERSHIP** | | | | **FILE** | | **OWNERSHIP** |
| Exham | Head of Lower School | | | | 1 | | Jane Cochran |
|  | Lower School Administrator | | | |  | | Jayne Dales |
| Crake House | Housemaster - Crake | | | | 1 | | Rob Hudson |
|  | Housemaster Ass - Crake | | | | 1 | | Conner Porter |
|  | Matron- Crake | | | | 1 | | Emma Robinson |
|  | Assistant Matron - Crake | | | | 1 | | Dawn James |
| Wilberforce House | Housemistress - Wilberforce | | | | 1 | | Sarah Lafford |
|  | Housemistress Ass. - Wilberforce | | | | 1 | | Lisa Manning |
|  | Matron- Wilberforce | | | | 1 | | Claire Brennan |
|  | Assistant Matron- Wilberforce | | | | 1 | | Sarah Goodman |
| Park Close | Houseparent - Park Close | | | | 1 | | Sophie Heathcote |
| Seymour | Housemaster - Seymour | | | | 1 | | Matt Bull |
|  | Housemaster Ass – Sy | | | | 1 | | Richard Lovering |
|  | Matron – Seymour | | | | 1 | | Kay Green |
|  | Assistant Matron – Seymour | | | | 1 | | Avril Andrews |
| Wilson House | Housemaster - Wilson | | | | 1 | | David Bowden |
|  | Housemaster Ass – Wilson | | | | 1 | | Alex Brown |
|  | Matron Wilson | | | | 1 | | Julie Moon |
|  | Assistant Matron Wilson | | | | 1 | | Elaine Herbert |
| Egerton | Housemaster - Egerton | | | | 1 | | Simon Thompson |
|  | Housemaster Ass. - Egerton | | | | 1 | | Ally Rose |
|  | Matron – Egerton | | | | 1 | | Jan Kerns |
|  | Assistant Matron – Egerton | | | | 1 | | Cheryl Turner |
| Raymond | Housemistress – Raymond | | | | 1 | | Jude Single |
|  | Housemistress Ass - Ry | | | | 1 | | Lyndsey White |
|  | Matron – Raymond | | | | 1 | | Ann Steenkamp |
|  | Assistant Matron – Raymond | | | | 1 | | Dianne Raper |
| Merton House | Housemaster – Merton | | | | 1 | | Robert Dann |
|  | Matron – Merton | | | | 1 | | Natasha Naylor |
| Thompson | Head of Department- Maths | | | | 1 | | Jocelyn Merris |
|  | Head of Department -Chemistry | | | | 1 | | Simon Floate |
|  | Head of Department -Biology | | | | 1 | | Karla Perera |
|  | Head of Department -Physics | | | | 1 | | Jim Richardson |
|  | Head of Department- Geography | | | | 1 | | Nick Piggott |
| Dewey | Head of Department- PE | | | | 1 | | James Walker |
| Great Hall | Head of Department -MLD | | | | 1 | | Christine McCaffery |
|  | Head of Department- English | | | | 1 | | Gemma Treeby |
| RTC | Head of Department - DT | | | | 1 | | Mark Skevington |
|  | Technician | | | | 1 | | Helen Lauder |
| Art | Head of Department -Art | | | | 1 | | Bertie Mathews |
| Library | Head of Department | | | | 1 | |  |
| Main School | Head of Department Catering | | | | 1 | | Patricia Towers |
|  | Reception | | | | 1 | | Julie Morris |
| Swimming Pool | Leisure Manager | | | | 1 | | Stuart Sherrington |
|  | Head of Sport | | | | 1 | | James Walker |
| Palmer / Pavilion | Senor Nurse | | | | 1 | | Cath Young |
|  | Healthcare Assistant | | | | 1 | | Niki Quinney |
| Estates Office | Estates Manager | | | | 1 | | Tim Seton |
|  | Health and Safety Manager | | | | 1 | | Phil Smithson |
| 9 high Street | Finance Manager | | | | 1 | | Charlie Little |
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All staff are deemed as fire wardens and sweep through their day areas to ensure buildings are empty.

All documentation pertaining to fire safety is held in the Estates Office or in the Fire Safety Records folder on the Dashboard on the school intranet. This includes:

Emergency Plans for day and boarding areas

Fire risk assessments

Boarding house/common area fire diaries

A fire wallet is also located at each fire alarm panel containing pertinent information Including plans of the building and evacuation procedures.

The school takes all reasonable precautions to prevent a fire from breaking out and recognises that for a fire to take place oxygen, flammable materials and a source of ignition must all be present. The processes of prevention are aimed at preventing one or more of these elements being together. To ensure the processes are being implemented competent staff will:

* Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials;
* Regularly inspect all areas where there are potential sources of ignition and ensure that no flammable materials are stored close by;
* Maintain awareness through training and refresher training of the preventative steps that need to be taken;
* Include fire prevention and evacuation procedures during the induction process with all new starters; and
* Pay close attention to the activities of contractors as appropriate.

**Fire Risk Assessments**

Written fire risk assessments are to be in place for all areas, with specific fire risk assessments in place for the residential boarding houses. These have been produced by competent persons (the Health & Safety Officer, and our Risk Management Advisor (RMA), or an independent fire safety consultant). Fire risk assessments are reviewed annually.

The following areas have been identified as containing dangerous substances with regard to fire safety and specific fire control measures are in place:

Raymond Technology Centre (RTC)

The Thompson Building

Art block

Regular checks are made by staff, including the Bursar, Estates Manager and Health & Safety Officer, to ensure that walkways and fire exits are kept clear of obstructions and trip hazards.

**Fire Emergency Plans**

The fire emergency plans for boarding houses and common areas are kept in the fire folders within each of the buildings and an electronic copy is held within the fire records folder on the school intranet dashboard. The information within the emergency plans cover the following actions. An outline of the evacuation procedure is in annex A and B

* Actions on the fire alarm sounding or the discovery of a fire
* Actions in the event of a fire alarm sounding
* Contact numbers of support staff
* Locations of the assembly points

All staff are to familiarise themselves with the fire producers within the building they use.

These are reviewed at least every two years and more frequently if necessary.

**Disabled Egress**

Where disabled persons use the premises, specific arrangements will be made to ensure they can escape in an emergency. For staff and pupils there will be a Personal Emergency Evacuation Plan (PEEP) in place. Temporary plans will be made for visitors by the Health & Safety Manager when notified.

Evacuation chairs can be situated in the buildings if requested to support disabled or injured staff or students training will be required for all staff within the building prior to installation. Ramps and electric evacuation chair are located within Palmer health centre if required around school.

**Fire Evacuation Drills**

Evacuation practise drills within the common/ teaching areas are carried out at least once a term and the findings are recorded in the fire diaries. A different building is selected on each occasion and the drill is carried out at different times during the school day.

In each boarding house, a fire drill is carried out at least once in the first fortnight of each term and at different times. All pupils who stay overnight for the first time receive a fire safety brief from the HsM or AHsM. The findings are recorded in the online fire dairies.

As part of a coordinated fire plan adjacent buildings are to be identified that would be evacuated in the event of a confirmed fire.

**Fire Training**

Training will be provided at least every two years for all permanent school staff in fire safety and the school fire procedure, including training in the practical use of fire extinguishers and the record of attendance is kept in the online training register .

All staff, whether temporary or permanent, will have the fire procedure explained to them, together with information on the location of fire alarm call points, the sound of the fire alarm and the location of the escape routes and alternatives, exits and assembly points. This will be carried out by the head of departments or the health and safety manager.

All staff receive a fire safety brief and specific training on the House/building fire panel from the Health & Safety Manager as part of their staff induction. Outlined in annex

**Equipment**

Sufficient fire detection, warning, and firefighting equipment is in place in line with the findings from the fire risk assessments. New equipment is provided when necessary resulting from changes of use or the addition of new buildings.

Emergency lighting has been installed in places where lighting would continue to be required in the event of a mains power failure, including stairs, passageways and emergency exits.

Equipment is checked according to the following schedule:

* Fire call points in boarding houses – weekly on a different call point each week in term time by the housemaster/mistress or a nominated assistant.
* Fire call points in day areas – monthly by a nominated responsible person
* Fire extinguishers – monthly by a nominated responsible person
* Fire escape key boxes – monthly by a nominated responsible person

All checks are recorded in the online fire diaries

Maintenance is carried out by competent contractors of

* Fire extinguishers – annually
* Fire alarm panels and detectors – bi-annually
* Emergency lighting – 3 monthly with hour long drawdown and full drawdown at the 6 and 12 month checks

Certificates for installation and maintenance records are retained by the Health & Safety Manager. A programme for replacement of fire detection equipment is in place.

**Signage**

Fire signage is in place in all buildings indicating escape routes, fire exits, fire action notices and firefighting equipment and assembly points

**Fire Doors**

Fire doors are a vital part of the building protection systems it is imperative that all fire doors are kept shut when the room or building is unoccupied. Fire doors can be opened for ventilation in hot weather or within the teaching period the member of staff occupying the room is to ensure fire doors are shut when they leave. Any defects to the fire doors or the fire door is not closing properly is to be reported to the Health and Safety Manager.

**Escape Routes**

All corridors, fire escape routes and exit doors are to be kept clear of obstructions or build-up of combustible items.

**Fire Spread/Explosion threat**

In the event of a confirmed fire the adjacent buildings are to be evacuated as there may be a risk of fire spread or an explosion threat. This can be done by activating the nearest call point within the adjacent building.

**Building Alterations**

Any alterations to the compartmentation to rooms or potential increase of the fire risk within the buildings such as removal of fire doors, changes of locks, removal of walls, changing layout of a room, adding toasters or cooking appliances within the boarding or rest areas are discussed with the Health and Safety Manager. This may affect the fire integrity within the building risk assessments would need to be adapted prior to the work going ahead.

**Calling the Fire brigade / Fire Alarm Monitoring**.

The Fire alarms are monitored by custodian monitoring service in the buildings listed below. in the event of the alarm being activated custodian will contact by phone the key holders listed. If contact can't be made custodian will ring the fire service. If a person discovers a fire in a building that is monitored the fire service is still to be called as it will reduce the time

* Main School, (including Crake & Wilson boarding houses and all teaching and office areas within the building as well as Catering)
* Egerton boarding house
* Seymour boarding house
* Raymond boarding house
* Wilberforce boarding house
* Stonehill boarding house and Annex
* Park close boarding house
* Merton day house
* Thompson building
* Dewey sport centre
* Wesley Theatre
* Swimming Pool
* The White Lion Cafe
* Estate’s office
* 6th Form centre and café

Buildings that that are not monitored the person or member of staff discovering a fire or confirming a fire after the fire alarm has been activated is to call the fire service (999)

**False Alarms**

If the alarm was activated but is it confirmed a false alarm inform Custodian the **0844 879 1702,** **option 2**(alarm monitoring). Give the operator the house name and DC number (table above) and the password (**BLOXHAM SCHOOL**). The caretaker and duty maintenance are to be informed as they may have been called out by Custodian. The activation is to be recorded on the online fire dairies

**Call Point Testing and Fire Evacuation Drill**

If you plan to carry out call point testing or a Fire Evacuation drill, please inform Custodian prior to the test or drill. Ring 0115 983 3992 ask the operator for a fire alarm system test. The operator will ask for your DC number (located on the fire panel), password (**BLOXHAM SCHOOL**) and for how long you want the alarm on test.

**Events and External Lettings**

Where events are organised outside of normal school hours, or by outside organisations, it is the responsibility of the member of staff/ lettings manager organising the event or arranging the letting to ensure that the Health and Safety Manager is consulted and that appropriate precautions, including arrangements for evacuation and calling the fire brigade are in place. A fire and health and safety brief is to be given to the organisers of the event prior to the event taking place.

The Health and Safety Manager may impose specific restrictions on the type of letting or activity, the number of persons involved and the number and layout of any seating.

It is particularly important to consider whether a public entertainment license will be needed for the event being organised. Where a license is required, the licensing officer may specify particular requirements as a condition of the license, and these conditions will have to be met.

**APPENDIX A**

**EMERGENCY EVACUATION PROCEDURE FOR BOARDING HOUSES**

Please Note:

* ALL EMERGENCY EVACUATIONS OF THE PREMISES MUST FOLLOW THIS PROCEDURE(E.g. Fire, Gas Leak, Bomb Alert etc…)
* Up to date fire evacuation producers are in the red folder by the fire panels, fire action notices are placed at every exit; designated exits are clearly marked.
* Only attempt to use fire extinguishers on small fires if you are trained/confident to do so.
* In the event of a missing person, report immediately to the Fire Marshal/ Evacuation Manager. DO NOT GO BACK INTO THE BUILDING until the Evacuation Fire Marshal/Evacuation Manager has given the all clear.

**Action on Fire Alarm Sounding or Discovering a Fire**

* On discovering a fire activate the nearest call point and exit the building
* Evacuate the building. Direct students to the fire assembly point as indicated on the fire action notice
* Sweep building if it is safe to do so.
* Confirm if it is a fire or false alarm (Custodian monitoring service will ring the house phone to confirm). If Custodian do not ring or there is a missed call ring the fire service on 999 or 112
* Make certain all the student’s whereabouts are accounted for and they are at the fire assembly point.
* Meet the fire service when they arrive on site at the RV point.
* Member of staff or nominated senior pupil is to take a roll call and is to account for anyone suspected of being in the building. This information must be passed on to the duty head and Emergency services. Last location or room number is to be given.
* Call contact numbers for help.
* Never enter a burning building.
* In the event of a confirmed fire adjacent buildings are to be evacuated

**False Alarms**

* Confirm false alarm with Custodian (if the building is monitored)
* Reset the panel
* Allow the students back into the building
* Record the false activation on the electronic dairy’s/ red book by the panel.

APPENDIX B

**EMERGENCY EVACUATION PROCEDURE FOR COMMON AREAS**

Please Note:

ALL EMERGENCY EVACUATIONS OF THE PREMISES MUST FOLLOW THIS PROCEDURE(E.g. Fire, Gas Leak, Bomb Alert etc…)

* Up to date fire evacuation producers are in the red folder by the fire panels, fire action notices are placed at every exit; designated exits are clearly marked.
* Only attempt to use fire extinguishers on small fires if you are trained/confident to do so.
* In the event of a missing person, report immediately to the Fire Marshal/Evacuation manager. DO NOT GO BACK INTO THE BUILDING until the Evacuation Fire Marshal/Evacuation manager has given the all clear.
* In the event of a confirmed fire adjacent buildings are to be evacuated

**In the Event of the Fire Alarm Sounding**

* Staff are to ensure that, students and visitors evacuate from all areas of the building via the closest exit. Ensure that all fire doors and windows are shut.
* Send students and visitors to the nominated assembly point. Then Sweep their immediate area such as toilets, storerooms etc if safe to do so.
* Staff are to converge at the fire panel within the building for further instruction and to gather all relevant information.
* The first person to the panel is to takes control of the incident until someone more senior or experience arrives and relieves you of the responsibility. They are to nominate other members of staff to:
  + Check the location indicated on the fire panel to confirm fire or false alarm (if safe to do so). an activated smoke detector will have illuminated indicator light.
  + Allocate staff to the assembly point for supervision.
  + If there are no other members of staff within the building vacate the building and call for help using the numbers on the emergency plan.
* If there is a confirmed fire ring 999 or 112.
* Members of staff are to account for students within your class or visitors being escorted at the assembly point
* Ring the Bursary, Reception or the contact numbers on the evacuation plan for help if required.
* Missing students to be reported to the leadership team and the fire services on arrival.
* If there is any doubt about the safety of the building, then re-entry should not take place, and the alarm should not be silenced.
* If the building is safe follow the false alarm procedures.

**False Alarms**

* Confirm False alarm with Custodian (if the building is monitored)
* Reset the panel
* Allow the students back into the building
* Record the false activation on the electronic dairy’s/ red book by the panel.

**APPENDIX C**

**STAFF INDUCTION IMFORMATION**

To be followed during the first day induction for all new staff members.

To also be followed for all existing staff members following significant changes to the fire safety arrangements or when recommended following a fire risk assessment.

Take the new staff member through the fire safety presentation highlighting any hazards within the areas they are to work in particular :

* Show them the location of the fire alarm call points and describe the way they operate. Emphasise that the first action upon discovering a fire is to raise the alarm, even if the fire is considered small.
* If they are to tutor within a Boarding House show them the fire alarm panel how it works explain the actions to be taken if the building is monitored or not.
* Describe to them the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any pupils for which they are responsible and going to the assembly point.
* Describe and walk the escape routes and alternative escape routes that they are likely to need to use and show the operation of any push bars or exit fittings and the location of the assembly points.
* Show them the location of the fire extinguishers, evacuation chairs but emphasise that they should only be used if they have been previously trained in their use, if they consider it safe to do so and if the alarm has already been raised and an evacuation started.
* Show them where the emergency evacuation information is in the red folders by the fire panel and any Maps or keys to access buildings

**APPENDIX D**

**LETS FOR USE OF PREMISESES OUT OF SCHOOL HOURS**

Take the hirer/responsible staff member through the fire safety procedure as displayed at the fire alarm call points, in particular:

* Show them the location of the fire alarm call points and describe the way they operate. Emphasise that the first action upon discovering a fire is to raise the alarm, even if the fire is considered small.
* Describe to them the sound of the fire alarm and the action to be taken when it sounds, in particular leaving the building with any persons for whom they are responsible for and going to the assembly point.
* Describe and walk the escape routes and alternative escape routes that they are likely to need to use and show the operation of any push bars or exit fittings.
* Show them the location of the fire extinguishers, but emphasise that they should only be used if they have been previously trained in their use, if they consider it safe to do so and if the alarm has already been raised and an evacuation started.
* Explain to them how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions as to the name, location and postcode of the School.