



Northbourne Park School (including EYFS)

Fire Safety Policy

Date created: June 2022

Last Reviewed: February 2025

Date for review: February 2026

Owned by: Head teacher

Reviewers: SMT

Approved by: Board of Governors

1.1 Scope

This guidance is applicable to all premises under the control of the School and details the approach to the control of risk from fire.

1.2 Objectives

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

1.3 Guidance

1.3.1 The School has in place procedures for:-

- (a) carrying out fire risk assessment;
- (b) preventing fires;
- (c) evacuation in the event of a fire;
- (d) maintaining and checking all fire detection, alarm and fighting systems.

1.3.2 The Head of Estates has responsibility for maintaining and ensuring the local implementation of the School fire procedures; for making and maintaining a 'fire map' of the School premises, showing places of high risk and the precautions put in place by the School. Copies of these maps are brought to the attention of all employees and others who may be affected by:-

- (a) posting a copy of the fire map on notice boards;
- (b) bringing the fire map to the attention of all employees, contractors and visitors, etc during all training and site induction sessions;
- (c) providing at least one trained Fire Marshal in every building and boarding house.

1.4 Fire Risk Assessment

1.4.1 All of the School premises will be subject to a fire risk assessment. The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- The Hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

1.4.2 The fire risk assessment will be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage.

- 1.4.3 A copy of the fire risk assessment report will be available on site and employees' attention brought to any hazards found in the assessment.
- 1.4.4 Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
- 1.4.5 Regular assessments will be made by staff, including the Fire Marshals and Estates team to ensure that the walkways are kept clear of obstruction and tripping hazards.

1.5 Fire Detection

Each of the School premises must have adequate means of fire detection. The detection equipment will be maintained and regularly checked by competent persons.

1.6 Fire Alarm

- 1.6.1 Each of the School premises has an adequate means of raising the alarm in the event of fire.
- 1.6.2 The fire alarm system in each location is to be tested weekly with the date and time made known. This will be managed by the Head of Estates. The alarm will be activated using a different activator point each week, where this is practicable.
- 1.6.3 The fire alarm system will be serviced six monthly by a competent contractor (e.g. ISO 9001 / BAFE)
- 1.6.4 Records of these tests and servicing are maintained in a fire log book held by the Head of Estates.

1.7 Fire Fighting Equipment

- 1.7.1 The fire risk assessment will determine the minimum level of fire fighting equipment which must be present in the School premises.
- 1.7.2 Fire extinguishers, fire hoses, wet and dry risers and/or other fire suppressant systems will be serviced by a competent contractor annually and the service date recorded on each extinguisher/hose reel/system.

1.8 Emergency Lighting

- 1.8.1 Emergency lighting must be installed in the school where lighting would continue to be required in the event of a mains power failure, eg stairs, passageways and emergency exits.

- 1.8.2 Where emergency lighting is generator powered, the lighting will be tested monthly by way of simulated mains failure. A maintenance and servicing programme for the generator will be arranged by the Head of Estates.
- 1.8.3 Battery operated emergency lighting will be tested monthly (charge & illumination) and an annual full discharge test by a competent contractor
- 1.8.4 Records of testing and servicing of emergency lights will be maintained by the Head of Estates.

1.9 Emergency Procedures

- 1.9.1 Written emergency procedures will be provided. These written instructions will include procedures in the event of a fire and where required, procedures in the event of a bomb warning.
- 1.9.2 Notices will be displayed in each building of the School premises detailing the action to take in the event of a fire and highlight the assembly point to evacuate to in an emergency. This may be different from the Fire evacuation point depending on location. An example notice is included at Appendix 1 to this guidance
- 1.9.3 There must be adequate means of escape for all occupants of the school premises. These means of escape will be clearly signed with pictograms.
- 1.9.4 The means of escape will be regularly inspected by the Fire Marshals to ensure they are kept clear of obstructions and tripping hazards.
- 1.9.5 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, visitors will be catered for by the Head of Estates when notified. Example arrangements are included at Appendix 2 to this guidance.
- 1.9.6 Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for 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 Lead Fire Marshall. It is the responsibility of Lead Fire Marshall to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.
- 1.9.7 **SUMMONING THE FIRE BRIGADE:**

- The School Office is manned between 8.00am and 5.30pm during weekdays in term-time and between 9.00am and 4.30pm during half terms and holidays apart from the Christmas and Easter closedowns.
- The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is located in the school office.
- The School Office is always given advance warning of fire practices.
- If the alarm goes off for any other reason, the staff have standing instructions to summon the Fire and Emergency Service at once.
- One of the resident members of the school staff is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. He/She has standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed, (unless warned of a planned fire practice).
- **Prep School What 3 Words: durations.compacts.wedge**
- **Pre-Prep School What 3 Words: ironic.accompany.swimmer**

1.9.8 Fire drills will be held at least once every term at the School. We also practice a night-time evacuation of the boarding houses every term.

1.9.9 Written records of fire / evacuation drills will be maintained in the fire log book which is kept by the Head of Estates.

1.10 Fire Training

1.10.1 Staff will be informed in relation to:-

- (a) action to take if they discover a fire, including how to activate the fire alarm;
- (b) action to take on hearing the alarm, including location and use of exits and escape routes; and
- (c) action to take in the event of a bomb alert.

1.10.2 Pupils will be informed of exits and escape routes

1.10.3 Fire Marshals will be trained in:-

- (a) emergency evacuation procedures;
- (b) use of fire extinguishers; emergency procedures; and
- (c) how to spot fire hazards.
- (d) the provision of "safety assistance" in the event of a fire.

Fire Marshals will receive regular annual refresher training.

1.10.4 Visitors and contractors:-

- (a) on arrival at the School will receive a briefing to ensure that they are aware of the policy procedures and assembly points in the event of an evacuation.
- (b) For events with large numbers of attendees, such as open days, concerts an

announcement will be made at the beginning of the event regarding evacuation arrangements.

1.11 Fire Prevention

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 the Head of Estates will:-

- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials (including weapons and ammunition, hazardous substances etc);
- Regularly inspect all the 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;
- Consult regularly with the Fire marshals;
- 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, particularly during maintenance and building works.
- Ensure that the school has electrical safety certificates for all building. (The school uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.)
- Regular portable appliance testing takes place.
- All computers are set to shut down automatically at the end of the day and at weekends.
- Lightning protection and earthing conforms to BS 6651-1999 and is tested annually by a specialist contractor.
- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the maintenance Office.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.
- Flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.
- Flammable rubbish is stored away from main buildings in the secured rubbish compound.

1.12 Fire Records

Records are kept of training; inspections; evacuations and maintenance of systems and equipment.

1.13 Boarding and Staff Accommodation

Boarding and staff accommodation **may** not be exempt from the provisions of the Fire Safety Act 2021 as it applies to the structure, external walls (including cladding and balconies) and individual flat entrance doors between domestic premises and the common parts of a multi-occupied residential building. Depending on the nature of the accommodation the requirements may apply if it is deemed a building with multiple private dwellings by virtue of containing staff and boarding accommodation or multiples of either. In the event that the Act applies all the above related policy guidance and requirements will apply to accommodation in addition to the other areas of the school.

Legal Requirement & Education Standards

References:

- A: Handbook for the Inspection of Independent Schools: Section B Part 3: The Regulatory Requirements of Independent Schools, March 2009 version. (www.isi.net).
- B. Part II of the Regulatory Reform (Fire Safety Order) 2005, (www.opsi.gov.uk)
- C. Fire Safety Act 2021
- D. "Fire Risk Assessment," Ecclesiastical Risk Services Ltd guidance note (www.ecclesiastical.com)
- E. "Fire Safety" Chapter O of the Bursars' Guide by Owen David Risk Management Ltd (www.owendavidsafety.net)
- F. "Fire Safety: In new and existing school buildings" DfE Guidance, (www.gov.uk/dfes)
- G. "Fire Safety Risk Assessment for Educational Premises" and "Fire Safety Risk Assessment: Sleeping Accommodation," DCLG publications (www.communities.gov.uk)
- H: Education Funding Agency "Fire risk during school maintenance or building works" (Nov 2016)

Appendix 1: Emergency Evacuation Notice

All new staff and pupils, all contractors and visitors are shown the following notice:

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the assembly point at the Gym (Prep School) or Hall (Pre-Prep).
3. If you are teaching a class, do not take anything with you, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The School Office or the duty resident staff will summon the Emergency Services if the alarm sounds.
5. If you have a disabled pupil in your class, you should direct him or her, together with his or her carer, to wait for the Fire and Emergency Service in the nearest designated safe refuge.
6. Take the register of your class as soon as you reach the assembly point.
7. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to Lead Fire Marshall who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
8. Remain at the assembly point with your pupils until the all clear is given.

Appendix 2: Disabled Staff, Pupils or Visitors

We have a special one-to-one induction on fire safety for disabled pupils and their carers and for disabled members of staff.

We have designated safe refuge points on every floor of every building, with signs advising of their location, (usually in a stair well). When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him or her to the refuge point and to wait for rescue by the Fire and Emergency Service. The teacher will ensure that the name of the disabled person and his or her carer, together with the location of their safe refuge point, are passed to the Lead Fire Marshalls soon as he or she reaches the assembly point. It is the responsibility of Lead Fire Marshall to ensure that this information is passed as soon as possible to the Fire and Emergency Service.

Appendix 3: Fire Marshalls

Lead Fire Marshalls	Head teacher Deputy Head Head of Pre-Prep Head of Estates
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Fire Marshalls (Prep):	All Maintenance and Ground Staff IT Manager Admissions officer House parents Matron on duty
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Fire Marshalls (Pre-Prep):	Designated Teaching Assistant School Administrator
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Areas of Responsibility:

Maintenance staff	First floor and outside huts
Groundsman	Outside huts
House parents	Boarding areas
Matron	First floor (Sickbay to English room)
IT Manager	Ground floor (Library to staff room)
Admissions officer	Ground floor (Staff room to Science lab)
Head Chef	Kitchen and dining hall

Muster Point:	Sports Hall (Prep School) Hall (Pre-Prep)
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Back up muster point:	Swimming Pool (Prep School) Orchard (Pre-Prep)
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Appendix 4: Roles and Responsibilities

RESPONSIBILITIES OF THE LEAD FIRE MARSHALLS:

- Overall co-ordinator of Designated Fire Marshalls.
- Immediately inspecting the Fire panel and identifying the location of the fire.
- Ensuring the registers and visitors book have been taken to the muster point.
- Inspecting the location to see if there is a fire.
- Contacting the fire service.
- Taking a high-profile role at the Muster point, ensuring roles of the heads of Department are fulfilled.
- Greeting the Fire engine and giving clear instruction to the Fire fighters.

RESPONSIBILITIES OF THE DESIGNATED FIRE MARSHALLS:

- The Designated Fire Marshalls (DFM) are responsibilities for their nominated areas during the fire drill practices and emergency evacuation.
- Their areas are cleared of pupils, staff and visitors during the evacuation.
- All potentially dangerous equipment is turned off.
- Ensuring good order of pupils and staff.
- The final roll call is then taken and any names unaccounted for given to the lead fire Marshalls.
- The time taken to exit the premises is recorded with any other observations made.
- Conduct themselves in a calm and efficient manner thus setting an example for others contributing towards the safe and speedy evacuation of the buildings.
- Conducting work place inspections once a term.