



## **SOMPTING ABBOTTS SCHOOL**

### **FIRE SAFETY**

#### **THIS POLICY IS FOR THE WHOLE SCHOOL INCLUDING EYFS**

The Fire Risk Assessment was completed and is reviewed annually, by Mr N Brion, CMIOSH, of Complete Health & Safety Ltd.

Over the years the school has regularly been inspected by the Fire Brigade and any recommendations carried out. The most recent inspection was carried out on 13.10.22 and we were advised that there is adequate fire safety.

Most fires are started by electrical appliances/installations. Therefore each building has the fixed wiring tested every five years and there is a contract with Southern Fire Protection Ltd., to have the portable electrical appliances tested annually. As many appliances as possible are unplugged when not in use.

The fire detection systems are maintained by Mitie Fire Security. We have a Contract Maintenance Agreement and the systems are serviced twice a year. The main school system is monitored by Redcare and the Old Stables is monitored by Mitie Fire Security. The Fire Brigade are alerted if the alarms are activated

The fire alarm is tested weekly and the result is logged in the Fire Precautions Activity Log Book. The emergency lighting has a functionality annually and the units are tested monthly to see that they operate.

The fire fighting appliances are supplied and maintained by a service contract with Southern Fire Protection. Fire fighting appliances are annually serviced and all additional equipment is supplied to comply with the constantly changing regulations.

Fire training comprises of fire evacuation procedures (regular fire drills take place and staff are asked if they have any concerns about the exercise) and fire extinguisher use (instruction provided by Fire Essentials training manual) and staff register that they have read and understood the guide. It must be emphasized that no member of staff should contemplate extinguishing a fire if there is any risk of injury. There is a Fire Evacuation Plan in place to satisfy West Sussex Fire & Safety requirements.

Fire drills are carried out termly and staff are asked if they have any concerns about the training operation. All rooms and landings have written instructions on the evacuation procedure and all teaching staff have a copy in their Staff Handbooks.

## **FIRE SAFETY PROCEDURES**

Due concern is taken so that the Regulatory Reform (Fire Safety) Order 2005 is complied with.

### **(a) Fire Risk Assessment**

A fire risk assessment (formally recorded and regularly reviewed) is undertaken annually. This ensures that the School has a suitable system for the maintenance of clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers.

This assessment should highlight any shortcomings in the fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances.

Regular inspection of fire-fighting equipment is also be arranged.

Fire alarms and Door Guards are tested regularly and a record kept.

### **(b) Fire Procedures**

Fire procedures are covered at the start of each term. Mr.D. Sinclair, as Health and Safety Officer, arranges regular demonstrations and discussions in relation to use of fire fighting appliances

Children are made aware at an appropriate level by Class and Science Teachers of the dangers of fire and the effects of smoke. This is covered in the Science syllabus.

Teachers should vacate the building according to the 'Fire Drill/Emergency Evacuation' instructions in each room. – See example below

### **Fire Drill / Emergency Evacuation**

#### **Room B**

#### **ASSEMBLY POINT: Rose Garden**

In form lines

**N.B.If the route / exit is blocked use the most direct alternative;**

*If not in class use the most direct route to the Assembly Point;*

**REMEMBER:                      *SPEED*  
   *SILENCE***

## **STOP FOR NOTHING SINGLE FILE**

At Assembly Point you will be handed your register to call – once called, report to Head / Health & Safety Officer  
Practise escape routes regularly.

### **(c) Security of staff**

Following any emergency evacuation the School Office staff checks that all adults that should be on the premises are present and will inform the Headmaster of any one who is absent.

### **(d) Fire Drill;**

Unannounced fire practices (emergency evacuation) shall take place every term. A record is kept in the Headmaster's Office listing dates, times, times taken to clear buildings and assemble, with any problems and action taken where appropriate.

In the event of an alarm being triggered, then this automatically contacts the local Fire Station. Should other emergency services be needed then this will be the responsibility of the Headmaster, or in his absence the Health & Safety Officer.

Fire practices are varied. Fires may be located at different places in buildings. Some designated routes may be blocked and the teacher will need to find an alternative.

### **(e) Appointed Persons**

The Health & Safety Officer, is the designated Fire Controller. He has received appropriate training in order to assist in taking preventive and protective measures (including fire fighting and evacuation); he regularly reviews Fire Safety and make recommendations to reduce the risk of and from fire, and the elimination or reduction of risks from dangerous substances. He provides staff and any others working on the school site with fire safety information. He keeps records of the following in the School Office.:

- (i) the fire risk assessment and its review;
- (ii) the fire risk (prevention) policy;
- (iii) fire procedures and arrangements;
- (iv) training records;
- (v) fire practice drills (in Headmaster's Office);
- (vi) certificates for the installation and maintenance of alarms, detectors, emergency lighting and fire-fighting systems and equipment.

### **Fire Controller Duties**

On the sounding of the fire alarm the Controller will make his way to the assembly point with the emergency evacuation log and will await confirmation from the Fire marshals that their designated area is clear or conversely report any problems. They

will record any information given to them i.e. the possible cause, any area where smoke has been detected.

The Controller will also wait for Form Teachers to confirm that all the children in their forms are present once they have called their registers. Secretaries will confirm to the Controller that all admin staff, peripatetic teachers and visitors are accounted for or not as the case may be.

If the cause of the alarm being sounded has been established, the building/s have been thoroughly checked and it is safe to do so, the Controller will give the 'all clear' and allow re-entry to the buildings. Should it be deemed unsafe to re-enter the building/s then the School's emergency evacuation procedure for this eventuality will be followed.

Should the designated Controller not be available or not arrive promptly then the Headmaster or member of SMT will take control.

### **Fire Marshal Duties**

The roles of Fire marshals are carried out by teaching staff, instructed by Health & Safety Officer (David Sinclair). There should be sufficient numbers of Fire Marshals to cover all areas occupied by the School. On hearing the fire alarm, Fire Marshals should:

- Encourage children and staff to evacuate the building, keeping calm.
- Check all areas within their remit to ensure that children and staff have evacuated.

Fire marshals should not put themselves at personal risk when fulfilling their duties. If they can see fire or smoke or there is a strong smell of smoke then Marshals should evacuate the building by the nearest exit. Rooms which are issuing smoke should not be entered under any circumstances.

Once each area has been checked, Fire Marshals should evacuate the building by the nearest exit and report to the assembly point.

Once at the assembly point, Fire Marshals should report relevant details to the Fire Controller regarding completeness of evacuations and any information regarding the cause of the alarm.

If for any reason a Controller is not present, then they should report to the Headmaster, a member of SMT or a Senior teacher, who will take charge.

If Fire Marshals identify any issues (such as people missing, still in the building) then the Fire Marshal will bring this to the attention of the Controller or a member of SMT.

Fire Marshal high-visibility tabards are to be kept in each area and should be worn as long as gaining access to these does not represent a risk to the Fire marshal.

## **Fire Marshal Training**

Fire marshal training will take place each year at the beginning of the Autumn term and will form part of the fire training given to all staff. Currently our fire training providers are FDSA. Should it be necessary to appoint new Fire Marshals during the course of the year the Health and Safety officer will provide this training in the interim.

### **(f) Maintenance**

The Health & Safety Officer, as Health and Safety officer, regularly inspects emergency routes and exits and ensures they are kept clear. The annual inspection by FDSA ensures that signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers are maintained satisfactorily.

### **(g) Information**

All staff have a copy of this policy. Visitors, including supply staff, are given information on emergency evacuation.

For events where a lot of visitors are present, such as the School Play, audiences are given information about emergency evacuation before the start of the event.

### **(h) Review**

The Senior Management Team reviews and develops fire procedures and ensures staff training (repeated periodically where appropriate); carries out fire drills and contacts emergency services when necessary; reviews each emergency evacuation drill in order to ensure the safety of staff or anyone else legally on the school premises;

Reviewed and updated: DAS 28.11.22

Next review: November 2023

## Appendix One

### FIRE EVACUATION PROCEDURE

In the event of the fire detection system activating, it is of paramount importance that staff and pupils evacuate the building they are in, using the nearest exit, following the evacuation procedures.

Teachers should vacate the building according to the 'Fire Drill/Emergency Evacuation' instructions in each room. – See example below

**On hearing the fire bell** - staff instructs and accompanies children to leave the building by most direct route

**ASSEMBLY POINT: Rose Garden** In form lines

**N.B.If the route / exit is blocked use the most direct alternative;**

*If not in class use the most direct route to the Assembly Point;*

**REMEMBER:**

**SPEED**  
**SILENCE**  
**STOP FOR NOTHING**  
**SINGLE FILE**

At Assembly Point you will be handed your register to call – once called, report to Head / Health & Safety Officer

**Fire drills should be carried out termly.** This is an important training exercise. Any staff who have any concerns should raise them with the Headmaster or Bursar, who will log the details in the Fire Record book and deal with any matters raised. Drills will be recorded in the Fire Precautions Activity Log book.

Fire doors should be kept closed and must be checked to be closed at night by the evening Duty Teacher and checked by David Sinclair.

**If a fire is discovered:**

1. DO NOT EXTINGUISH FIRE UNLESS TRAINED.
2. USE THE NEAREST AVAILABLE EXIT AND CLOSE ALL DOORS AND WINDOWS.
3. DO NOT STOP TO COLLECT PERSONAL BELONGINGS.
4. PROCEED IMMEDIATELY TO THE ASSEMBLY POINT IN THE ROSE GARDEN.
5. DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE TOLD IT IS SAFE TO DO SO.

## SOMPTING ABBOTTS SCHOOL

### Appendix Two

#### FIRE EXTINGUISHING GUIDE FOR TRAINED STAFF

A fire should only be extinguished by a trained member of staff. It should only be attempted if the member of staff feels competent in tackling the task. **They should never put themselves at undue risk. If in doubt, call the Fire Brigade.** Training will be carried out annually.

After the type of fire has been established (e.g. paper or electrical) the correct type of extinguisher (e.g. water or carbon dioxide) should be obtained. Each appliance has a fluorescent sign at the side showing for what it is suited and sited in a position that is a most likely fire hazard.

There are 6 categories of fire:

Type:

A Wood, paper, textiles, **extinguish with water, wet chemical foam or powder.**

B Flammable liquids such as petrol, oils or paint, **extinguish with powder, foam or carbon dioxide.**

C Fires involving gasses such as natural gas, propane or butane where the effective action is to stop the flow or leak, **extinguish with powder.**

D Metals such as magnesium, aluminum, lithium, **extinguish with powder**

Electrical hazards - NEVER TACKLED WITH WATER OR FOAM, **switch of equipment and extinguish with carbon dioxide or powder.**  
**N.B. not classed as type 'E' but symbolized by a spark.**

F Cooking oils, **extinguish with wet chemical**

To operate the fire extinguisher, remove the pull out safety clip between the triggers, aim the horn and squeeze the triggers together. If unsuccessful extinguishing the fire, call Fire Brigade on 999 and evacuate following the Evacuation Procedure.

Staff should be aware that although a refresher course will take place annually, additional training may be given at any time.

## Appendix Three

### Fire Evacuation Plan

<b>Emergency Evacuation Plan for :</b>	Sompting Abbotts School
Premises address and contact number	Church Lane, Sompting BN15 0AZ 01903 235960 David Sinclair 07710 008 347
Plan date	02/08/22
Review date	31/08/23

#### Sound of the alarm

The sound of the alarm will be:

A continuously ringing bell in both the Old Stables and the Main School.  
There are no alarms in the external classrooms.

#### Raising the alarm

If a fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by activation of the nearest call point.

If fire is detected by automatic detectors, this will also trigger the fire alarm.

#### Action staff should take on hearing the alarm

The following actions will be taken upon the fire alarm being sounded/raised:

- The Fire Marshals (David Sinclair/Stuart Douch/Rachael Kelly/Kirsty Miles or Claire Scale) will take charge and lead in the fire evacuation
- The alarms in both buildings are monitored and in the event of the alarms being activated, the monitoring stations will contact DAS on his mobile 'phone and if unavailable they will contact the school landline to see if the Fire Service is required on site. In the event of lack of communication, the Fire Brigade will attend to the activated alarm.
- The HM or Principal will pick up visitors signing in book and pupils' class attendance registers from reception desk.
- Staff will commence evacuation of the building via the designated means of escape to the north side of the building
- Staff will provide assistance to visitors needing additional help in evacuating
- David Sinclair/Stuart Douch/Rachael Kelly/Kirsty Miles or Claire Scale will sweep the building to ensure all areas are clear if safe to do so and ensure all doors are closed on the way out
- If safe to do, electrical mains and gas supplies should be switched off before leaving the building. The location of these are detailed below
- David Sinclair/Patricia Sinclair/Stuart Douch/Rachael Kelly/Kirsty Miles or Claire Scale to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service



- All evacuees to meet at the assembly point and check all contractors and staff members are accounted for
- David Sinclair/Patricia Sinclair/Stuart Douch/Rachael Kelly/Kirsty Miles or Claire Scale to liaise with Fire Service upon their arrival

### **Escape routes**

The designated escape routes from the building are:

1. Main School: 2<sup>nd</sup> floor corridor internal and external stairs, 1<sup>st</sup> floor corridor, 3 internal staircases down to ground floor, 2 exit doorways, north facing. Basement has internal and external escape routes
2. Old Stables: 2<sup>nd</sup> floor has external and 2 internal staircases, 1<sup>st</sup> floor has 3 north facing exit doors, basement has exit doors, south facing

### **Fire assembly point**

The assembly point is: The rose garden

### **Fighting fires – Extinguisher use**

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

**Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire**

### **Location of key safety hazards or other fire related equipment**

- Gas supply shut off: Main School, outside Room G. Old Stables, outside the south facing Science Laboratory window.
- Mains fuse box: Main isolation switch for the whole site in the bottom cupboard in the Staff Room
- Mains water inlet: Stopcock in the Staff Room
- Gas/oxygen cylinders: Old Stables, outside Science Laboratory south east window
- Location of fire alarm panel: Main School: top of kitchen staircase. Old Stable in entrance hall.

### **Number of staff needed to carry out evacuation plan**

- To implement the evacuation plan, 2 trained staff are needed on duty
- Between 07:00 and 17:00 (time)/on weekends/during special events (see variations section below) etc, 2 staff need to be on duty at all times

### **Equipment needed to effect the emergency plan**

Additional arrangements include communications through use of mobile phones. Staff are instructed to keep mobile phones with them during a fire evacuation.

<b>Variations to plan</b>
Detail instances where there may be variations to normal working arrangements:  Housekeeping staff working during holiday time work in groups and are trained in the evacuation procedures

<b>Back up arrangements</b>
Detail back up arrangements in the event of fire alarm failure or staff absence etc The Principal and Headmaster/Director of Studies to take control

<b>Responsibilities</b>	
For ensuring plan is up to date	Usually the premises manager (David Sinclair)
For ensuring adequate staff are on duty to carry out the evacuation plan	As above
For training staff on the evacuation plan and in their roles and responsibilities	As above

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always a sufficient number of trained staff available on site

**Attach any Personal Emergency Evacuation and General Emergency Evacuation Plans to this document**