



Fire Risk and Prevention Policy

ISI Reference 12a and b

FIRE SAFETY

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Terrington Hall School are designed to help our community to respond calmly and effectively in the event a fire breaks out in one of our buildings.

Role of the Fire Safety Manager

The Bursar is the designated School Fire Safety Officer, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by the SMT.
- The fire safety policy is promulgated to the entire school community.
- Everyone in the school (including visitors and contractors) are given clear written instructions on where they should go in the event of fire.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed.
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired
- Records are kept of all fire practices, including night practice evacuations from boarding accommodation.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

Emergency Evacuation Notice

All new staff and pupils are instructed as follows:

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 front of the Main House**.
3. If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The School Office, Bursar, Headmaster or person on duty 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 Fire Safety Officer, Headmaster or person on duty who will inform the Fire Brigade. *On no account should anyone return to any building until given permission by the Fire and Emergency Services, Headmaster or Bursar.*
8. Remain at the assembly point with your pupils until the all clear is given.
9. When a prolonged period of evacuation occurs, an appropriate indoor safe refuge should be sort, Sports Hall, Main House, Dining Room etc.

FIRE SAFETY PROCEDURES

Briefing New Staff and Pupils

All our new staff and all new pupils, including EYFS pupils, are given a briefing on the school's emergency evacuation procedures at Terrington Hall School. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer fire awareness INSET training to all staff. We also offer regular refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

Summoning the Fire Brigade

The School Office is manned between 8.30am and 5.30pm during weekdays in term-time and between 9.15am and 4.30pm during half terms and holiday 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 physically located outside the Bursar's Office and satellite panels are in Pre-Prep and the Sports Hall. 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.

The Headmaster/person on duty have 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).



Visitors and Contractors

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the evacuation procedure which is on the reverse of the badge.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

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 or visitors.

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 School Fire Safety Officer / Headmaster or person on duty as soon as he or she reaches the assembly point. It is the responsibility of the School Fire Safety Officer / Headmaster or person on duty to ensure that this information is passed as soon as possible to the Fire and Emergency Service.

Responsibilities of Teaching Staff

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 School Fire Safety Officer / Headmaster or person on duty. It is the responsibility of the School Fire Safety Officer / Headmaster or person on duty to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

On no account should anyone return to a burning building.

Fire Practices

We hold day and night time fire practices on a regular basis at Terrington Hall School (at least once per term). The Fire Alarms are tested weekly, on a Monday morning. Records are kept in the Bursar's office. This combined with a programme of inducting new staff and pupils with emergency escape procedures helps to ensure that the school can be safely evacuated in the event of a fire.

Fire Prevention Measures

We have the following fire prevention measures in place at Terrington Hall School:

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings



- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fire extinguishers (of the appropriate type), smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- All stairs, passages and emergency exits are illuminated by emergency lighting

The master panel for the alarm system is located outside the Bursar's Office and shows the location of a fire. Alarms sound in all parts of the building. Testing all fire alarms weekly and recording all tests and defects. This is the responsibility of the Bursar, who also arranges for:

- Monthly checks of emergency lights,
- An annual service of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers.

Records of all tests are kept in the Bursar's office

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations.
- Regular portable appliance testing takes place.
- Records of all tests are kept in the Bursar's office.
- All kitchen equipment is switched off at the end of service.

Lightning Protection

All lightning protection and earthing conforms to BS 6651-1999.

Gas Safety

- 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 Bursar's 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.

Fire Fighting Equipment

All equipment is accessible and regularly checked.

Safe Storage

We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

Rubbish and Combustible Materials

Flammable rubbish is stored away from buildings in the rubbish compound.



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

All risk assessments follow a standard grid procedure for evaluating risk.