The Croft Preparatory School

Fire Safety Policy

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The legal responsibility for ensuring that the Croft Preparatory School adheres to all relevant statutory regulations, as issued by the DfE, lies with the Proprietors. At their discretion, the Proprietors may delegate the monitoring of the efficacy with which the school discharges its statutory duties to the Board and the Governing Committee.

Notwithstanding the above delegation, the Proprietors retain ultimate responsibility for how the statutory functions are executed.

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Statement of Commitment

The Croft Preparatory School is committed to providing a safe environment for all staff, pupils, parents and visitors. Part of this responsibility is in the provision and management of fire safety systems and procedures. All staff and visitors have a statutory responsibility in ensuring compliance with the law and complying with the fire safety provisions outlined in this policy. The Fire Safety Policy forms part of the School's Health and Safety Policy and should be read in conjunction with this document.

Fire is a major threat to the activities of the school. An outbreak of even a small fire creates risk to both life and property, as well as damage to the environment, and interruption to school activities.

The school will ensure, so far as is reasonably practicable, that the risk associated with fire will be managed in compliance with the Regulatory Reform (Fire Safety) Order 2005 (RRFSO), and any other relevant legislation.

The aim of this policy is, therefore, to provide a robust fire safety framework which will be implemented to secure the safety and wellbeing of everyone within the School Community.

Responsible Person

The Proprietors are the 'Responsible Person' under the RRFSO and have ultimate responsibility for the implementation and management of this policy and for all fire matters within the school domain.

All employees have a responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

Responsibilities for Managing Fire Safety

The Proprietors have delegated day-to-day responsibility for managing fire safety to the Facilities Manager.

The School Facilities Manager will:

- Ensure that all means of escape are properly maintained, always kept free from obstruction and available for safe and effective use; and that the means of escape have adequate emergency lighting

- Ensure that all necessary fire-fighting appliances and devices are provided and maintained in working order, including:

    - fire detection and alarm systems
    - emergency lighting systems
    - firefighting equipment
    - notices and signage relating to fire procedures
    - means of escape, considering the needs of any disabled users

- Review the School's fire risk assessment to make certain that the school's facilities are compliant and reduce the risk of fire incidences by following up recommended actions

- Ensure that appropriate instruction and training is provided for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school

- Ensure that all staff, children, contractors, visitors, third-party hirers and governors are made aware of, and comply with, the school's fire procedures

- Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks

- Liaise with Watch Systems, the School's Facilities Manager, the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place

- Monitor and review this policy on a regular basis to ensure that any new risk or alteration to regulations is addressed

- Ensure that all fire instructions, policy and procedures, and the School Fire Logbook are kept up to date

- To advise the School's Senior Leadership Team (SLT) on fire safety legislation compliance and good practice

- To liaise with the appropriate Local Fire Authority on all fire matters on behalf of the school

- To draft, distribute and amend, when required, additions to the School Fire Safety Policy

- To advise on the appointment of the School Fire Safety Marshals

- To supervise fire safety and fire prevention measures and arrange fire drill practices at not less than termly intervals

- To organise the training of School staff in fire safety and brief new members of staff in fire safety as part of their induction process

- To ensure that fire signs, notices and posters are displayed as appropriate

- To ensure that the school's fire risk assessments are regularly reviewed and up to date

The School's Estates Manager is to ensure:

- That all fire safety and firefighting equipment is tested, maintained in accordance with Fire Fighting and Fire Safety Regulations and appropriate records are maintained and kept. This includes:

    - weekly testing of the fire alarm call points
    - monthly inspection of all fire resisting doors and means of escape
    - 6-monthly checks of the fire system by Watch
    - monthly checks of the emergency lights
    - 6-monthly, and 3-yearly checks of the emergency lights by electrical engineers
    - monthly inspection of fire extinguishers
    - annual service of fire extinguishers

- That all contractors working on the premises follow School safety and fire prevention regulations, including with regards to hot works and flammable substances

- That contractors working on projects/refurbishment or making general repairs etc, are aware of the action to be taken in the event of a fire, the sound and operation of the alarm(s) system(s), the type and safe operation of appropriate firefighting equipment and fire precautions are taken and maintained

Nominated Fire Marshals are to ensure that:

- They are familiar with the area that they are responsible for sweeping

- They are familiar with the means of escape, sound and operation of the fire alarm system and firefighting equipment provided within their area

- They have been made aware of any change of use, change of occupation or structural alterations within their area of responsibility, and any implication this may have for their Fire Marshal duties

- They have been made aware when contractors are working within their area of responsibility and informed if there are any additional fire safety precautions which need to be implemented as a result

- Faults/defects to fire safety equipment, fire doors, and structural fire protection are reported to the Estates Manager so that action can be taken

All School staff are:

- To read and comply with the requirements of the School Fire Policy

- Not to intentionally or recklessly misuse any firefighting or fire safety equipment. Disciplinary action will be taken against all offenders

- To report to the Estates Manager or Facilities Manager any faulty firefighting or fire safety equipment, any non-compliance with the School Fire procedures, and any misuse of firefighting or fire safety equipment

- To undertake fire refresher training as requested by the Facilities Manager

Fire Alarm/Detection Systems

An effective means of providing a warning to personnel in the event of a fire is required for all buildings/facilities and locations.

All staff working within buildings, facilities or locations should familiarise themselves with the position of the nearest fire alarm call point and method of operation and the sound of the fire alarm.

Types of alarm:

- Electrical Break Glass Manual Call Point. Operated by breaking a glass releasing the button. This will sound the alarm, and the external monitoring centre will automatically be alerted

- Verbal. By shouting "FIRE, FIRE, FIRE"

- Automatic Fire Detection. Where fitted, this system provides protection for life safety, facilities and equipment

The Fire alarm/detection systems are maintained, tested and repaired in accordance with current Fire Safety and Fire Fighting Regulations, British Standards and manufacturer's instructions. Suitable records are to be maintained by the Estates Manager, in the Fire Logbook.

Fire Risk Assessment

The school has a comprehensive fire risk assessment for each of its buildings. These documents will be reviewed annually, or if it is either no longer valid or any changes are planned such as:

- Any structural changes to the building (refurbishment etc), which may affect the spread of fire
- Any change to the use of premises
- Any change to work processes or work equipment, which may introduce new fire hazards
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate numbers safely

Training and Induction in Fire Procedures

Staff will be required to carry out online fire training on commencement at the school, and every 3 years subsequently. Specific fire training will also be organised for Fire Marshals every 3 years.

Records of training received are stored on the School's Health & Safety Management System, Smartlog.

All employed staff, whether temporary or permanent, will have the fire procedure explained to them on joining the school, together with information on the location of the fire alarm call points, the sound of the fire alarm and the location of the escape routes, exits and assembly points. It is the responsibility of the Facilities Manager to ensure this instruction is given as part of the health & safety induction process.

For visitors to the school, health & safety and fire evacuation information is available as part of the Visitor sign-in process.

Fire drills will be held at least termly, and an evaluation of each planned drill undertaken.

School Evacuation Procedures (Fire Drill)

Please note: all emergency evacuation of the building must follow this procedure e.g. fire, gas leak, bomb alert.

Action to be taken in the event of a fire

IF YOU DISCOVER A FIRE: Immediately raise the alarm by activating the nearest break glass type fire alarm call point. The call point can be activated by pressing firmly onto the middle of the glass panel that is incorporated within the call point unit. The glass is designed to break safely via firm two-finger pressure being applied. The fire brigade is called automatically once the alarm is activated.

If you cannot see a break glass fire alarm call point nearby, you can also raise the alarm by calling extension 200 or calling '999' for the emergency services

On hearing the alarm

All staff, pupils and visitors – leave the building immediately through the nearest fire exit, ensuring the safe evacuation of all children under their supervision

Office staff – collect the pupil fire register print out and visitors' book before leaving the building.

Kitchen staff – evacuate the building as soon as possible, gas will be isolated when the fire alarm starts.

Immediately leave the building through the nearest exit.

Always use the nearest exit and close doors on leaving. Where the room is secured with key-code access, leave the door on the latch, if possible, to provide easy access for Fire Marshals or the fire brigade.

- Do not stop to collect personal belongings
- Do not re-enter the building
- Do not use the Mundell Court Lift

Exit Routes

- Any pupils in Mundell Court or the swimming pool should approach the assembly point by going round the back of the main building, past the tennis courts and cricket nets

- Prep classes in the courtyard are to exit via the normal route, through the gate (which should be unbolted and opened by the first person to approach it). They should keep to the right-hand side of the drive and turn immediately right after the main building, into the gravel driveway. They are then to cross the lawn area and exit via the aperture in the top right-hand corner of the garden

- Little Crofters Pre-School children should leave the Pre-Prep building via the latched gate facing the school garden, and, walking on the left-hand side of the pathway, to remain separate from Prep, should turn right into the Castle car park, crossing to the assembly point in the normal way

- Little Crofters Butterflies children should leave from the gate to the Theatre car park.

- Children in Little Crofters Butterflies or Little Crofters Pre-School who are asleep at the time of the evacuation must be woken by staff, have their shoes put on, and walk out of the school building under staff supervision

- Reception and KS1 Children should exit the Pre-Prep playground via the emergency gates (the first person to approach the gate should use the break glass) and cross the drive straight into the Castle car park, then continue as normal to the assembly point

- Where a forest school session is occurring in the Conservation Area, communication will be obtained with the Forest School Leader via walkie talkie to inform them of the fire evacuation, and to ensure they are informed when it is safe to return to the building.

- It is recognised that swimmers leaving the pool during an evacuation are at risk of extreme cold. They should be given emergency (foil) blankets on leaving the pool building and shelter in the pavilion building, on the field, during the evacuation. One accompanying member of staff must make their way to the Assembly Point to register the children and other staff who are sheltering there.

- All staff and pupils must be accounted for.

Assembly Point

The normal assembly point for Early Years, Pre-Prep and Prep is alongside the flag poles in the field behind the Castle car park.

If fire makes this impossible, everyone should assemble at the alternative assembly point, on the sports field, at the rear of the school by the adventure playground. The Headmaster/Incident Controller is responsible for making the decision if this is the case and will communicate this to all.

Pupils, staff and visitors should gather at the assembly point.

- Class Teachers will ensure that all pupils are accounted for
- A roll call system will verify that all staff are safe
- Visitors will be verified against the School's Visitors' signing in book to ascertain their safety
- In the event of a missing person, report immediately to the Headmaster/Incident Coordinator. DO NOT GO BACK INTO THE BUILDING
- In the event of a missing person thought to be still in the building, the person in charge will aim to locate their whereabouts from outside the building to inform the Fire and Rescue service

Fire Marshals

Fire Marshals have been appointed to each building and it is their responsibility to check that their area has been completely vacated.

The school's appointed Fire Marshals must ensure that they inspect all classrooms, toilets, workrooms, offices etc, to establish that they have been safely evacuated.

Once this has been completed, Fire Marshals must immediately leave the building by the nearest available escape route and report to the Headmaster/Incident Controller that the building has been evacuated, then, at a safe distance, ensure no individual subsequently enters the building until authorised to do so.

If, when the alarm is first sounded, any Fire Marshal is delayed in attending their area of responsibility, they should report directly to the Incident Controller at the earliest opportunity, rather than carry out their duties at a later point, when the risks of fire will be greater.

Fire Marshals should NOT put themselves at risk and they should immediately abandon the building if they come across a fire.

Arrangements for people with disabilities

The school's appointed Fire Marshals will assist with the evacuation of members of staff, pupils or visitors that have a disability which means they require assistance. In certain circumstances, individuals will have been given a Personal Emergency Evacuation Plan (PEEP) and will already have been briefed of their own personal arrangements.

Fire Evacuation - General Points

If the alarm sounds during lesson time, the building should be immediately evacuated via the quickest possible route.

The class teacher will take responsibility for all pupils in their class and any visitors, and will instruct them to evacuate quietly and calmly, and make their way to the fire assembly point in the Castle

Car Park. The teacher will be the last person to leave the room and will close (but not lock) doors behind them to stop the spread of fire.

If the fire alarm should sound during break or lunchtime, pupils should be directed to the assembly point by staff on duty or in the area. Children must not go back into any buildings but must make their way directly to the assembly point.

When they are safely at the assembly point, the children should line up into register order and remain silent until all the fire register has been checked. Silence is essential so that in a genuine emergency staff can be heard and can communicate with each other.

All staff should think about their own room in ADVANCE and plan with colleagues what they would do in the event of a fire, especially at break times or when classes are split up for different activities.

If Forest School sessions are taking place at the time of the evacuation, contact should be made with Forest School Leaders to ascertain staff/children's safety and instruct them what to do (which will be dependent on the nature of the incident/drill). Walkie talkies are provided for this purpose.

In the event of a drill or genuine emergency, nobody is allowed to return to his or her building until the Headmaster/Incident Controller indicates that it is safe to do so.

In the event of a real emergency, the Headmaster/Incident Controller will take charge of the scene and will decide upon the next course of action, until the Fire and Rescue authorities arrive.

Evacuation Routes - General Principles

The safety of life is of paramount importance. In the event of a fire, it is imperative that adequate means of escape are readily available from all types of accommodation within the school.

- The normal provision for entry and exit from buildings will generally provide the basic means of escape. Additionally, alternative means of escape may be provided to ensure the rapid evacuation of buildings in the event of a fire. Such alternative means of escape are particularly important in living and sleeping accommodation, in buildings of more than one storey, where hazardous processes are carried out or where special risks exist. It is the responsibility of all staff to be fully conversant with escape routes in their area of work

- All escape routes are to be appropriately signed and indicate the most direct route to a place of safety or via a place of relative safety

- All means of escape from a building are to be kept clear and free from obstruction

- Fire resisting and smoke stop doors are not to be wedged in the open position. It is the responsibility of all employees to report any damage to fire doors immediately. Any damage to walls and ceilings which may form part of an escape route must also be reported

- The final fire door on designated escape routes is to open in the direction of escape without the use of a key. These doors must also not be so located or fastened that they cannot immediately be opened from the inside

- Staircases can be protected against the effects of fire and smoke by means of fire resisting self-closing doors installed either across corridors, leading to, or at the head of staircases.

Buildings having more than one staircase and with one connecting corridor may be provided with additional smoke stop doors. In all instances these doors are not to be wedged in the open position

- Combustible linings (including notice boards, visual displays etc), are to be kept to an absolute minimum in escape routes

- It is essential to identify the needs of disabled individuals and make such arrangements for their assistance. Individuals with a disability that would impede their response to a fire alarm or emergency evacuation from a building, are asked to ensure that their line manager is aware so that a Personal Emergency Evacuation Plan (PEEP) can be drawn up

- Electrically operated door hold open devices are only permitted in certain circumstances and must fail safe in the closed position, on actuation of the fire alarm or mains failure

- Escape routes should be always illuminated by either natural light, borrowed light, domestic lighting and, if necessary, emergency escape lighting

Notes for Fire Marshals

The following duties only apply during normal working hours and with the proviso "if safe to do so". Nobody is expected to put themselves at any risk of harm.

Actions to carry out in the event of a fire

1. When the alarm sounds, evacuate via the nearest available exit. Shut the door behind you but leave it on the latch.

2. Pick up your high-visibility vest, fire marshal kit and walkie talkie on the way out, if possible.

3. Go to your designated fire marshal area. Check the building, especially lavatories and small rooms/cupboards to ensure everyone has left.

4. Ensure all persons leave the building by the nearest clear route using fire doors as marked. No one should stop to collect personal belongings.

5. Shut all doors and windows behind you wherever possible.

6. Ensure that no one returns to the building until the registers have been taken and the 'all clear' given by the Headmaster/Incident Coordinator.

IF IN DOUBT: GET OUT!

Remember no one expects you to do anything which will put you at risk.
Your priority is always to get out of the building safely.

Before an emergency evacuation:

- Familiarise yourself with the area you are responsible for (fire exits, evacuation routes, specific hazards etc)

- Be vigilant – look out for fire related risks (blocked fire exits, build-up of combustibles (paper, boxes etc) in evacuation routes, fire doors wedged open etc

During an evacuation:

- When the alarm sounds, encourage all staff, pupils and visitors within your area to evacuate the building
- Be visible (hi-viz). Be confident and assured when asking people to leave
- Check your area, especially 'hidden' areas, such as storage cupboards and toilets
- Never open a door when you suspect there may be a fire behind it

Fire Marshal Designated Areas

On hearing the alarm, ALL staff in charge of a class or child should proceed with those children directly to the Fire Assembly Point.

The following staff are the nominated Fire Marshals for the School Premises:

Pre Prep:- Reception, Year 1 and Year 2 Classrooms, Library, offices, toilets, Staffroom and Covered Areas 1 & 2	Steve Henderson
Administration Building:- All offices, Reprographics Room, staff/visitors' toilet and Old Library.	Sarah Spurling & Joanna Mckenna
Year 3/4 Courtyard:- All classrooms, Conservatory, bag store, boys' and girls' changing rooms and toilets	Serena Mitchinson & Sue Chambers-Young
Clock Tower:- Ground & top floor, plus boys' and girls' changing rooms, toilets and Learning Support, plus Geology Lab.	Stuart Morris
Butterflies and Pre-school:- Little Crofters unit, kitchen and toilets.	Steve Henderson
Mundell Court:- Upstairs classrooms, offices, toilets, sound/technical room and balcony, plus downstairs Science, IT Room, kitchen, toilets, classrooms, performance space and lift.	Barney Thornton
Swimming Pool including changing rooms and pool area.	Dave Suffling
Kitchen Area:- Kitchen, storerooms, Catering Manager's office, dining room, staff dining area and Library.	Serena Mitchinson & Sue Chambers-Young
All rooms above Kitchen:- Prep staff room, toilets, offices.	Serena Mitchinson & Sue Chambers-Young
Theatre & Sports Hall:- including drum room, kitchen, toilets, auditorium and stage areas.	Stuart Morris
Gymnasium, Art Block upstairs & downstairs including NNUS.	James Ferris
Estates Manager's Flat	Steve Henderson
The Croft Apartment: The Upstairs apartment and basement area.	Marcus Cook

Use of Fire Extinguishers

Staff are briefed on firefighting equipment via the online fire training, however only Fire Marshals receive practical instruction in the use of fire extinguishers. Fire Marshals are under no expectation

or requirement to fight any fire, unless it is small, and they feel competent and prepared to do so. In any event, the fire alarm should always be activated upon the discovery of any fire.

All NEW fire extinguishers are now coloured RED with a colour coded band to denote its contents.

The colour codes are the same in both cases and as follows:

RED For use on wood, paper, cardboard, coal and cloth

BEIGE For use on most fires involving flammable liquids, apart from cooking oil fires

BLUE (Powder) For use on fires involving flammable liquids or electrical apparatus
We have no powder extinguishers currently in school

BLACK For use of fires involving flammable liquids or electrical apparatus

How to Use a Fire Extinguisher

WATER (RED)
Suitable for most fires except those involving flammable liquids or live electrical apparatus.

Method
1. Direct the jet at the base of the flame and keep it moving across the area of the fire.
2. Seek out any hot spots after the main fire is extinguished.
3. A fire spreading vertically should be attacked at its lowest point and followed upwards.

FOAM (BEIGE)
Suitable for most fires involving flammable liquids, apart from cooking oil fires.

Method
1. Where the liquid on fire is in a container, direct the jet at the inside edge of the container or at an adjoining vertical surface above the level of the burning liquid. This breaks the jet and allows the foam to build up and flow across the surface of the liquid to smother the fire.
2. Where this is not possible, stand well back, direct the jet with a gentle sweeping movement, allow the foam to drop down and lie on the surface of the liquid.
3. Do not aim the jet directly into the liquid as this will drive the foam beneath the surface and render it ineffective. In addition, it may splash the fire onto the surroundings.

CARBON DIOXIDE (BLACK)
Suitable for fires involving flammable liquids or electrical apparatus.

Method
Method and operating instructions as for dry powder.
1. Carbon dioxide extinguishers should NOT be used in confined spaces where there is a danger that the fumes may be inhaled.
2. DO NOT HOLD THE HORN since it becomes extremely cold during use.

DO NOT CONTINUE TO FIGHT A FIRE IF: -
- It is dangerous to do so
- There is a possibility that your escape route may be cut off by the fire or smoke
- The fire continues to grow despite your efforts

- There is gas cylinders threatened by the fire

If you must withdraw, close windows and doors behind you whenever possible, escape from the building is the priority.

Do NOT use a fire extinguisher to put out a fire involving burning gas. Turn off the gas supply if it is safe to do so or leave such fires to the Fire Brigade.

Any loss, damage or suspected defect to any firefighting equipment is to be reported immediately to the Estates Manager for remedial action. All firefighting equipment is tested and maintained in accordance with current fire legislation and/or manufacturer's instructions.

Action to be taken after any fire

- The Fire Service is the only authority who can declare a building safe for re-occupation following an outbreak of fire. This will be dependent on the level of damage and an inspection by structural engineers may be necessary before re-occupation can be considered

- Following any incident of fire and in conjunction with the Fire Service Officer, the Incident Controller (Headmaster) is to ensure that the scene of the fire is preserved for the following purpose:

  - To prevent any loss of school stores, equipment, personal belongings, etc

  - So that evidence as to the cause of the fire is not disturbed

  - To ensure that fire does not break out again

- On no account are unauthorised persons to be allowed to interfere with the remains of any fire until an investigation has been carried out by the relevant Police/Fire Authorities

Maintenance and Record Keeping

Fire extinguishers, fire alarm systems and emergency lighting are maintained under a central contract administered by an external provider. However, the Estates Manager carries out the following tests between maintenance visits:

- Fire Alarm
  - Weekly; test key operation of a different call points each week, in rotation
  - visual check of control panel for fault indications

- Emergency Lighting
  - Monthly; check that light illuminates

- Fire extinguishers, fire blankets etc,
  - Monthly; check that seals are intact, and equipment has not been removed or tampered with

- Fire doors

  - Monthly; check that doors are opening freely, closing fully, and have not been wedged open

- Corridors, stairwells, escape routes
  - Weekly; check that exit doors are unlocked and escape routes free from rubbish and obstruction

Records should be kept of checks made and remedial actions taken in the Fire Logbook.

General Fire Prevention

The prevention of fire is of vital importance as most fires are caused by negligence, carelessness or ignorance. A high standard of fire awareness, common sense and good discipline will keep fire loss to a minimum and these elements are emphasised within the periodic fire refresher training sessions and health and safety culture within the school.

Housekeeping

Tidiness and cleanliness are essential fire prevention measures. The accumulation of rubbish and waste materials is to be kept to a minimum, it is to be cleared away each day on the cessation of work and removed to a safe location outside and away from buildings for early disposal.

Smoking and Naked Lights

The school has a No Smoking & Vaping Policy. Smoking or naked lights (such as candles) are forbidden unless specific permission has been granted by the Headmaster.

Electricity

Electrical appliances, e.g. radios, hi-fi equipment, television sets and kettles, etc are only to be connected to authorised points:

- Defective appliances are to be taken out of use until repaired
- Electrical wiring, flexible leads and plugs are to be kept in good condition
- Alterations and additions to wiring or fittings are only to be carried out by an authorised electrician
- Electrical wiring is not to be looped to nails, hooks etc
- Pendant light cables are not to be repositioned or shortened using string or similar material
- Fuses or circuit breakers are inserted in electrical circuits to prevent overloading. Fuses/trip switches of the correct rating are therefore to be used. In the event of repeated failure of fuses/trip switch, the matter is to be reported immediately to the Estates Manager for remedial action. Any item of equipment causing such failures is to be taken out of use until declared safe for continued use

- Where possible, fuse box covers are to be secured to prevent unauthorised access

- In the event of the power supply failing, all electrical appliances should be switched off and disconnected at the socket outlet

- The position of main electrical switches is to be clearly marked. Wherever practicable, and safe to do so, these switches are to be switched to the OFF position after working hours

- Cables and flexes are not to be laid under floor coverings or routed through windows or doors

- The use of multiple plug adapters, portable type electrical immersion heaters, (commonly used for hot drink preparation), or home-made extension leads are forbidden

- Only plugs compatible with fixed sockets are permitted

- Multiple gang (trailing extension leads) are only permitted if they comply and are marked with the British Standard (or equivalent) and have the correct rate internal and plug fitted fuse, and are not overloaded. 'Daisy Chaining' (connecting multiple extension leads together to cover larger distances) is strictly forbidden. If there are insufficient electrical sockets available to meet the needs of staff within an area of the school, the School Business Manager should be informed so the feasibility of installing additional sockets can be considered.

Portable Electrical Appliances

The school contracts external testers to undertake PAT testing according to its risk assessment.

Additionally, portable electrical appliances are subject to visual user checks, with a system for reporting defects to the Estates Manager in place.

Radiant Heaters

Radiant heaters are not to be used within approximately 1 metre of combustible materials, eg furniture, soft furnishings and clothing. It is important to note that fires have been caused by portable radiant heaters, which have been placed behind furniture when not in use, and then inadvertently switched on during the process of cleaning, tidying up, etc.

In accordance with British Standards, all fires must be provided with a guard. However, these guards are only to prevent clothing encountering the elements. Where children have access to the area, an additional guard is required to be fitted.

Gas Appliances

Only authorised gas appliances are to be used:

- Gas appliances are to be connected to the supply by a qualified gas fitter. Tubing made of rubber is not to be used, other than under controlled conditions in laboratories

- Gas rings are to stand on fire resistant and non-heat conducting material, normally at table height. They are to be kept well away from combustible materials.

In the event of a gas leak, the following action is to be taken:

(1) Naked lights are to be extinguished. Do not switch electrical switches on or off

(2) The gas supply is to be turned off at the mains

(3) The building is to be thoroughly ventilated

(4) The appropriate authority is to be notified immediately

Gas Cylinders

- Cylinders should be stored outdoors in a cage and be well ventilated and secure

- Cylinders of industrial and medical gases are to be treated as dangerous stores. Where possible they are to be stored in a separate detached building at least 6 metres away from other accommodation

- Empty cylinders are to be kept separate from full ones, and disposed of at the earliest opportunity. Even when empty, gas canisters should be treated with the same caution as full ones. Notices are to be displayed denoting locations of empty or full cylinders in order to prevent accidental mixing

- Oxygen and flammable gases such as propane, butane or acetylene are not to be stored together. They may be stored in the same building in separate compartments divided by a 2-hour fire resistant wall

Rubber (Tyres and Latex Foam etc)

- The calorific value of rubber is roughly twice that of other common combustible materials. Rubber softens and flows when burning and thus contributes to rapid fire spread. Burning products give off dense volumes of black acrid smoke that will hamper firefighting operations and, in certain circumstances, cause explosions. Unless tackled effectively in the very early stages, a rubber fire is extremely difficult to extinguish

- Under no circumstances are any temporary oil-fired heaters to be used in any storage containing rubber products

Flammable Liquids, including fuels, lubricants, petroleum spirit

- Flammable liquids are only to be stored in buildings or compounds reserved solely for the storage of such liquids, and a COSHH Assessment in place for each substance. The following safety recommendations are provided for the use and handling of flammable liquids:

- All containers both empty and full are to be stored in the upright position with their caps closed

- The quantity of flammable liquid held in workshops, laboratories etc, is to be limited to the amount required for daily use but will not exceed 50 litres. Receptacles containing flammable liquids are to be closed after use and stored in a metal locker provided specially for the purpose

- Vehicles carrying flammable liquids MUST be parked at least 15 metres away from any building, suitable fire extinguishers are to be strategically sited for immediate use and "NO SMOKING OR VAPING" signs are to be displayed

- The refuelling of vehicles is only permitted by the Maintenance Department. The vehicle engine and lights must be switched off and maintenance staff are to comply strictly to the safety regulations relating to the handling of fuel/flammable liquids at all times

- Any spilt fuel is to be immediately cleaned up, using the appropriate method and materials. Material used on large spills is to be disposed of in accordance with hazardous waste regulations.

Storerooms

- All rooms used for storage present a high fire risk, as such, they must be afforded a greater standard of structural fire precautions. Rooms/areas used for storage must be designated as such, and a high standard of fire prevention must be maintained within these areas

Lettings and Functions

- The Facilities Manager must be advised of all entertainment functions held within the school, and a risk assessment completed for these events.

- All premises including those providing temporary use for functions are to have the following fire safety features, as appropriate to the use:

    - adequate means of escape in case of fire

    - fire alarm

    - fire equipment

- Fire exits are to be clearly indicated and are to be unlocked and unobstructed whilst the building is occupied. Ground floors should preferably be used. An adequate number of trained Fire Marshals are to be available. All staff working/organising the function must be trained and briefed on the actions they will be expected to carry out should a fire occur

- Decorations of a combustible nature are to be restricted to a minimum and are not to be positioned where they would be liable or possible to catch fire or materially increase the fire hazard. They are to be kept clear of electric bulbs, fires or flame of any description. Due regard must also be paid to the effect of draughts from open doors and windows

- Decorations are not to be pinned or wired to any form of electrical wiring

- Naked flame is not to be used as a means of illumination. Tea lights in holders may be permitted on occasions.

- Temporary electrical installations are to be installed only by a qualified electrician

- Spaces beneath and surrounding a stage are not to be used for the storage of combustible materials

- Scenery, drapes, curtains, decorations, etc are to be positioned clear of footlights and other means of lighting and sources of ignition

- Special care is to be taken when tentage is used for entertainment or exhibition purposes. Under no circumstances are tents or marquees to be directly attached to, or sited within 5 metres of permanent buildings. If direct access from permanent buildings is required on an occasional basis (ie exhibitions, flower shows, open days, etc), a covered walkway is to be provided, terminating one metre from the building. Particular care is to be taken in the provision of lighting and heating in this type of temporary accommodation

- A sufficient number of suitable fire appliances are to be available to deal with an outbreak of fire and a member of the staff, suitably trained as a Fire Marshal, is to be present until the building etc is vacated and a fire safety check is carried out

- Adequate supervision of children's entertainment is essential

- At the end of the function, a fire prevention check is to be carried out. The following precautions are to be observed:

    1. Apart from authorised essential systems, which must continue to operate after normal working hours, all electrical appliances and lighting systems are to be switched off and disconnected by a person nominated for this purpose

    2. Wastepaper bins are to be emptied, and the contents removed from the building

    3. All parts of the premises, particularly those areas of permanent entertainment/recreational facilities used during the event, are to be inspected by the Function Organiser after they have been closed. Regardless of the School NO SMOKING POLICY, attention must be paid to the possibility of any discarded cigarette ends, ensuring that none have been discarded where they might cause a fire. It must also be ensured that fires and electric heaters, irons, television sets and all electrical equipment, unless authorised to be left switched on, have been disconnected, and that all doors and windows are closed

Contractors

- Contractors are not to commence work without the express authority of the Estates Manager, in order that contact may be made to ensure that all safety and fire prevention regulations are in force and being observed. This is especially important where hot working processes are likely to be involved

- Contractors working on projects/refurbishment or making general repairs etc, are to be in possession of relevant H&S/Fire Risk Assessments and are to be made aware of the action to be taken in the event of a fire, the sound and operation of the alarm(s) system(s), the type of safe operation of appropriate firefighting equipment and that fire precautions are taken and maintained. Contractors are required to be in possession of appropriate portable firefighting equipment, suitable for the work being carried out. It is the responsibility of the Estates Manager to ensure that all Health & Safety and Fire Safety precautions are being met by contractors

Hot Works

- Hot work, including welding, thermal or oxygen cutting or heating and other related flame, heat or spark producing operations, are not to take place in any building area without the permission of the Estates Manager. Hot work must cease at least two hours before the end of the working day.

Change of Use

- The fire precautions taken in any building depend upon the use to which all parts of that building are put. It is therefore vital that whenever a change of use is proposed, new precautions are considered and put into operation as necessary

Woodland, Grass and Undergrowth

- Grass and undergrowth is to be kept short and residual cutting removed for a distance of not less than 15 m from:
    - Any wooden building (eg Pavilion, Biomass Cabins, Maintenance Shed)
    - Car parks or other vehicle standings
    - Flammable liquid, oil and lubricants stored
    - Liquefied petroleum gases, packed or bulk
    - Fuel oil tank areas
    - Care must be exercised to ensure that vehicles, stores and equipment are sited wherever possible so that they are not likely to be involved in grass or undergrowth fires

Vehicle Sheds and Parks, Workshops and Garages

- Garaged vehicles, those parked, in store or under repair, including agricultural vehicles, can be immobile and therefore at greater risk from fire. The following precautions should be applied in all cases:

- the use of naked flame is prohibited in all vehicle storage areas and garages. Appropriate fire notices are to be displayed in conspicuous positions

- Filling or draining of petrol (fuel) tanks inside workshops, garages, etc is forbidden

- Empty tanks, cans or containers which have been used for Class I or II F&L products are not to be soldered, welded or have any hot work applied until they have been properly gas freed and a certificate to this effect issued by a competent person

- Vehicle car parks, workshops, inspection pits, ramps and garages are to be kept clean. Oily rags are not to be left to accumulate, but are to be placed in metal containers fitted with lids and safely disposed of at the end of each working day

- Only authorised inspection lamps and flexible cables approved for use in fuel areas are to be used. These are, as far as possible, to be kept free from contact with water, oils, greases etc, and are to be kept in a good state of repair

- Soldering irons and brazing lamps are to be used with care. They should not be used in the vicinity of flammable liquids and are to be placed on stands of non-combustible and non-heat conducting materials

- Vehicles in garages and parking areas are to be so parked as to allow them to be evacuated/removed quickly in the event of a fire

Water Supplies

The school's swimming pool can be used for the supply of water to the fire authority in the event of a fire on site. In addition, there is a pond at the end of the school field, which could be accessed by fire crews.

Monitoring of the Fire Policy

This Fire Policy and the arrangements contained within are reviewed annually and approved at Board level by the Responsible Person for Fire Safety.

Cross Reference to other School Policies

The Forest School Policy provides further information in relation to fire safety in that area.