



# MOUNT

ST MARY'S | BARLBOROUGH HALL

## Fire Prevention Policy and Procedures

### ISI Regulatory Code – 12b

**Policy written by: Facilities Manager and Head Teacher**

**Policy Date: August 2023**

**This Policy is for: Barlborough Hall School**

**Linked Policies: Risk Assessment, Fire Risk Assessment, Safeguarding, Health and Safety**

**Review date: August 2024**

#### **Barlborough Hall School**

Educating Men and Women for Others since 1842

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## 1.1 INTRODUCTION

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

This policy applies to all school, including EYFS,

## 1.2 THE HEAD TEACHERS' RESPONSIBILITIES

The Head Teacher has overall responsibility for ensuring that statutory requirements of the Regulatory Reform (fire safety) Order 2005, are adhered to. The Head teacher's duties under these regulations are:

- Provide appropriate fire safety and detection equipment, alarms, emergency routes and exits and ensure that they are well maintained
- Provide comprehensive and relevant information and where necessary instruction and training for employees on fire risks. The measures taken to prevent fires and how those measures will protect them from a fire. This should be provided when they start working and at appropriate times thereafter including when they are exposed to any new or increased risk
- Inform non-employees about the relevant risks and provide them with information about fire safety details and details of the 'competent person'
- Consult with staff about nominating persons to carry out particular fire safety roles and about proposals for improving fire safety precautions
- Provide the employer of any person from outside the organisation who works or resides at the premises with information on fire procedures, this will include supply teachers
- Provide a suitable means of contacting the emergency services and provide them with appropriate information about any dangerous substances at work and the location they are stored in
- Provide training for staff in fire safety matters

***It is an offence not to comply with any of these duties***

The Head Teacher is responsible for ensuring that all members of staff receive adequate and appropriate training including instruction in the following matters:

- The action to be taken on hearing a fire alarm;
- The action to be taken on discovering a fire;

- Raising the alarm and the location of alarm points;
- The location and use of firefighting equipment;
- Knowledge of escape routes and the identity of those nominated as competent persons to supervise any evacuation of the premises;
- Appreciation of the importance of all firefighting equipment including fire doors and the need to close all doors and windows.

In addition she will ensure that suitable numbers and types of firefighting equipment are provided and regularly maintained in all areas of the school.

The Head Teacher will ensure that fire equipment and safety checks will be made at regular intervals on:

- Firefighting equipment
- Fire call points
- Emergency notices
- Fire alarm systems
- Emergency lighting
- Fire drills

A Risk assessment of fire procedures and fire hazards on the school site will take place annually as required by the Fire Safety Order (2005) and records will be kept in the Health and Safety File in the school central drive.

### **1.3 SCHOOL FIRE SAFETY MANAGER**

The Facilities Manager has been designated by the Head teacher as the School Fire Safety Manager. Supported by the Head teacher, he is responsible for ensuring that:

- The fire safety policy is kept under regular review by the SLT and Governors, being undertaken in conjunction with the Domestic Bursar and Facilities Manager.
- The fire safety policy is cascaded 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.
- Records are kept of the fire induction training given to new staff. (Staff records being the responsibility of the Receptionist).
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed. With feedback to all staff via the Head Teacher.
- 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.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept in the Health and Safety file in the school central drive.
- All Fire Wardens are trained to provide "safety assistance" in the event of a fire. Fire Wardens receive regular refresher training.

#### **1.4 EMERGENCY EVACUATION**

All staff and pupils, 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, safe exit.
2. On hearing the fire alarm or other warning, leave the building by the nearest, safe exit.
3. If you are responsible for a class, lead pupils from the building in a quiet, orderly manner. Do not run. Make your way to your designated Fire Assembly Point (FAP) Tennis Courts.
4. If you are teaching a class and have a register, take your register with you; otherwise, your register will be delivered to you at the FAP. Do not take anything else with you or allow the pupils to take anything.
5. Shut doors and windows behind you.
6. When the alarm sounds it goes to Control Centre and they will call the Emergency Services.
7. Take the register of your class as soon as possible on reaching the FAP.
8. Immediately report anyone who is missing to the most senior member of staff present who will act as the FAP warden, who will inform the emergency services. **On no account should anyone return to any building until given permission by the emergency services.**

9. Remain at the FAP with your pupils until the all clear is given or a move to alternative accommodation is agreed with the Fire Service.

## **1.5 FIRE TRAINING**

- All staff undertake annual Fire Awareness in Education training using the IHASCO online training system
- All Fire Wardens undertake annual Fire Warden training using the IHASCO online training system
- Fire Wardens undertake Fire Extinguisher Training every three years which is carried out by external trainers.

## **1.6 BRIEFING STAFF AND PUPILS**

- All staff (teaching and non-teaching) and all pupils, including EYFS pupils, are given a briefing on the school's emergency evacuation procedures on their first day at school by line managers and form tutors respectively and annually thereafter: the location of emergency exits and escape routes and FAPs are shown.
- Emergency evacuation notices are displayed at all fire exit points from buildings and are shown to everyone.
- All staff members are shown how to activate the fire alarms if they see or smell a fire.
- The safe evacuation by staff and pupils is the priority; protecting property comes second. Nobody should attempt to fight a fire at the expense of their own, or anyone else's safety.
- All members of staff receive frequent fire safety refresher training.
- Fire Wardens receive training in the use of fire extinguishers. Nobody should attempt to use a fire extinguisher before having been trained in its use.

## **1.7 SUMMONING THE FIRE BRIGADE**

- When the alarm is raised, the alarm goes through to the Control centre who will inform the emergency services. The Control Centre will call the (1) Head Teacher (2) Domestic Bursar (3) Key Stage Coordinator, to inform them that fire alarm has been raised and fire services are on their way. The caretaker will control traffic during working hours and the Head Teacher is responsible out of hours.
- The master panel, which shows the location of all the alarm zones in Barlborough Hall, is located on the corridor from the refectory to Pre-Prep.

## **1.8 VISITORS AND CONTRACTORS**

All visitors and contractors are required to sign in. Visitors are made aware of the emergency evacuation notice (see above) and are shown the way to the FAP. When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc, a specific risk assessment must be carried out, a brief announcement should also be made advising them of the location of the emergency exits and FAP that should be used in the event of the alarms sounding.

## **1.9 DISABLED STAFF, PUPILS OR VISITORS**

One-to-one induction on fire safety will be provided for disabled pupils and their carers, and for disabled members of staff and visitors. All relevant staff will be notified of disabled pupils or staff to assist as appropriate. When the fire alarm is sounded, it is the responsibility of the carer of a disabled person to take him/her to the assembly point.

## **1.10 TEACHING STAFF**

Teaching staff and/or classroom teaching assistants are responsible for escorting their pupils safely out of the building, quietly and in an orderly fashion. They are responsible for conducting a head count and then register on arrival at the FAP and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the FAP warden. It is the responsibility of the FAP warden to ensure that this information is passed to the emergency services as soon as they arrive. Fire wardens wear a yellow hi-vis jacket and the chief fire warden wears a pink hi-vis jacket.

**On no account should anyone return to an evacuated building.**

## **1.11 FIRE DRILLS**

The school will carry out regular fire drills to cover all the different areas, namely:

Barlborough Hall School

- Main mansion area (Upper School)
- Science and Music Block
- Nursery Department
- Pre-Prep Department
- Dance Studio and Theatre
- Swimming Pool
- Refectory and Kitchen area

Fire drills will also be carried out for any visiting groups using our facilities.

The Fire Service require that all the buildings be evacuated and no one returns into any building until deemed safe by Emergency Services.

Fire drills will be carried out AT LEAST ONCE A TERM - or more as required and may be a straight-forward evacuation or an educational drill. Drills will be varied with certain exits being blocked on occasions. Fire drills will be timed and a register taken by the form teacher. The Facilities Manager will review the evacuation and highlight any subsequent actions needed.

A Log Book recording all fire drills will be kept by the Facilities Manager in the Health and Safety folder in the school central drive.

All staff will be aware of the fire procedures for the areas in which they work.

All areas must have a FIRE DRILL NOTICE which details evacuation procedure and assembly point.

## **1.12 FIRE PREVENTION MEASURES**

The following fire prevention measures are in place at Barlborough Hall School:

- There are generally at least two escape routes from every part of all buildings
- Fire Action Notices are displayed
- Fires extinguishers (of the appropriate type) and automatic smoke/heat detectors are located in every building.
- All stairs, passages and emergency exits are illuminated by emergency lighting.
- The master panel, which shows the location of all the alarm call points in Barlborough Hall, is located on the corridor from the Refectory to Pre- Prep.
- Fire routes and exits are kept clear at all times. The Facilities Department, and Housekeeping Departments are jointly responsible for unlocking the buildings in the morning, removing bolts, padlocks and security devices from all emergency exits, checking that escape routes are not obstructed and that the emergency lights work, and for reporting defects.
- The fire alarm system is maintained to BS5839, Part 1:2002, for periodic or annual inspection and test.
- The Facilities Manager organizes weekly testing all of fire alarms, and records all tests and defects. An ISO9001 certified/BAFE approved contractor carries out:
  - Six monthly check of fire detection and warning equipment.
  - There is regular (at least annual) servicing of alarms, smoke detectors, emergency lights, and fire extinguishers.
  - Records of all tests are kept by the Facilities Manager.
- Details of all buildings are available and the emergency services are made aware of gas and fire hydrants and electricity services details



- The kitchen fire alarm is set to accept heat only during school operating times.
- ANSUL Fire suppression installed in main kitchens
- The school has current electrical test certificates for all buildings and uses NICEIC qualified electrical engineers to inspect and maintain electrical installations
- Electrical equipment in school must have a PAT safety sticker and plugs must not be overloaded. The school's electrical wiring must be subject to a regular safety inspection. Fixed wire testing Concerns should form part of the risk assessment
- Staff using portable electrical equipment will carry out a visual safety check for loose wiring, cracked plugs etc.
- Records of all tests are kept by the Facilities Manager
- All computers, projectors, printers and electronic whiteboards should be switched off every evening and during holidays and weekends
- The Catering Manager checks that all kitchen equipment is switched off at the end of the day
- All lightning protection and earthing conforms to BS 6651-1999; it is tested annually. Records kept by the Facilities Manager
- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe registered engineers. Records of all tests are kept by the Facilities Manager
- 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 buildings in the rubbish compound
- Combustible materials such as cardboard boxes and packaging materials must not be kept around the school unless they are required; for example those in which items have been delivered, being used for making scenery in the school play or for art and craft purposes. When such materials are not in use they should be disposed of or kept in a designated storage area
- Paper recycling materials are removed weekly or as required to the recycling compound
- Rubbish should not be allowed to collect in hidden areas
- The stationary cupboard must always be securely locked
- Boiler rooms must always be kept clean, clear and locked
- Barlborough Hall School is a no smoking site
- It is the responsibility of all staff to help with site security to reduce the threat of arson: be observant and challenge strangers on site.

### **1.13 LETTING OR HIRING THE SCHOOL**

Standard contractual terms used for letting and hiring of school facilities cover fire safety and specify that the hirer should certify having read and understood the school's fire safety policy and procedures. An out-of-hours staff member will be contactable when the school is let or hired for an outside function or event.

## **1.14 FIRE RISK ASSESSMENT**

The school's fire risk assessment meet the requirements of the Regulatory Reform (Fire Safety) Order 2005. Specifically, risk assessments identify:

- 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.
- Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
- Regular visual checks will be made by staff, including the Fire Wardens and Facilities Manager to ensure that the walkways are kept clear of obstruction and tripping hazards.
- All staff and Fire Wardens should ensure that they read the sections that are relevant to them.

## **1.15 FIRE EVACUATION PROCEDURES**

### **General**

- The school has a monitored fire alarm system to ensure safe and timely reaction to a fire alarm being raised.
- If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Leave the building by the nearest, safe exit.
- On hearing the fire alarm or other warning, leave the building by the nearest, safe exit.
- If safe to do so, shut doors and windows behind you.

## Office Staff

- On hearing a fire alarm, leave the building in a safe manner by the nearest exit
- Summon the emergency services.
- Take class registers to the FAP.
- Ensure that a member of staff is positioned to meet and give directions to the emergency services.

## Teachers and Classroom Teaching Assistants

- If you are responsible for a class, lead pupils from the building in a quiet, orderly manner. Do not run. Make your way to your designated Fire Assembly Point (FAP).
- If you have a register, take it with you; otherwise, your register will be delivered to you at the FAP. Do not take anything else with you or allow the pupils to take anything.
- Take the register of your class as soon as possible on reaching the FAP.
- Immediately report anyone who is missing to the FAP warden, who will inform the emergency services. **On no account should anyone return to any building until given permission by the supervising warden.**
- Remain at the FAP with your pupils until the all clear is given.

## Playground and Sports Supervisors

- On hearing or being informed of a fire alarm, lead all pupils to the FAP.
- Ensure that the area is swept so that no pupils remain, unsupervised in the grounds.
- Either take the register of the pupils under your supervision or ensure that they join their form/class group to be registered by the appropriate member of staff.
- Immediately report anyone who is missing to the FAP warden, who will inform the emergency services.
- Remain at the FAP with your pupils until the all clear is given.

## Fire Wardens

- The Head Teacher is the supervising fire warden with overall responsibility for ensuring safe and effective implementation of fire evacuation procedures
- Fire Wardens will be trained in:-
  - Emergency evacuation procedures
  - Fire panels and zone identification
  - Use of fire extinguishers; emergency procedures
  - How to spot fire hazards.

### Fire Wardens for 2023 / 2024

FIRE WARDENS	ALLOCATED BUILDING
<b>Barlborough Hall School</b>	
Liam Betts	Main Mansion – Upper Floor (BHS)
Paula Chapman	Main Mansion – Middle Floor (BHS)
Karen Keeton	Main Mansion – Lower Floor (BHS)
Bethany Alldread	Preparatory Area (BHS)
Andrea Booth	Nursery Department (BHS)
Zoe Barker	Science and Music Block (BHS)
Lauren Whitehead	Pre-Prep II and Creche (BHS)
Jodie Ransford	Pre-Prep I (BHS)
John Sinclair	Swimming Pool (BHS)
Philip Gibbons	Dance Studio and Theatre (BHS)
Jeanette Kirk	Kitchen and Refectory (BHS) + .

**Fire Wardens must ensure all buildings / areas are covered especially where a nominated fire warden is absent**

## Summary Procedure

- **Raise the alarm**
- **With your class leave the room quietly**
- **Do not delay leaving the room to collect anything** □ **Close doors and windows if possible**
- **Walk to the nearest available and safe exit.**
- **Do not talk or run**
- **Listen carefully to instructions from the teacher in charge, teacher on duty or fire officer.**
- **If an exit is blocked go to the nearest safe exit.**
- **Assemble at the appropriate assembly point and wait quietly until a roll- call is taken.**
- **Senior member of staff to ensure Fire Service has been called.**
- **The Office Staff must also ensure the Fire Service has been called in the event of any fire at the school.**

SEE ALSO:

APPENDIX 1 [FIRE EMERGENCY EVACUATION PROCEDURES](#)

References:

- A: Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools. (www.isi.net).
- B. Part II of the Regulatory Reform (Fire Safety Order) 2005, (www.opsi.gov.uk)
- 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: Managing School Facilities" DCSF Guidance, (www.gov.uk/dfe)
- 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)

(Revised November 2022)

## APPENDIX 01 –

### FIRE EVACUATION PROCEDURES (Updated November 2022)

#### **IF YOU DISCOVER A FIRE RAISE THE ALARM**

##### **Upper Floors of Main Mansion Barlborough Hall School**

###### IN THE EVENT OF A FIRE

- 1) The fire alarm is a continuous BELL.
- 2) Exit from the classrooms and exit down the blue stairs (alternative stairs are the red stairs and the spiral staircase) and leave the building through Captain's Court.
- 3) Doors and windows should be closed where it is safe to do so
- 4) Assembly will be on the Tennis Courts.
- 5) Pupils to line up in class lines and registers taken by the class teachers.
- 6) Other teaching staff, contractor and visitors are to assemble at the end of the tennis courts and will be registered by the school secretary.
- 7) When pupils and staff are made safe, the Fire Wardens are to ensure the Fire Services are called.

##### **Ground Floor of Main Mansion Barlborough Hall School**

###### IN THE EVENT OF A FIRE

- 1) The fire alarm is a continuous BELL.
- 2) Exit from the main entrance through the front parlour.
- 3) Doors and windows should be closed where it is safe to do so
- 4) Assembly will be on the Tennis Courts.

- 5) Pupils to line up in class lines and registers taken by the class teachers.
- 6) Other teaching staff, contractor and visitors are to assemble at the end of the tennis courts and will be registered by the school secretary.
- 7) When pupils and staff are made safe, the Fire Wardens are to ensure the Fire Services are called.

### **Preparatory Area of Main Mansion Barlborough Hall School**

#### **IN THE EVENT OF A FIRE**

- 1) The fire alarm is a continuous BELL.
- 2) Exit down the stairs and out of the building through Captain's Court – alternative exit through the Prep Classroom and into the Headteacher's house and out of the main house door.
- 3) Doors and windows should be closed where it is safe to do so
- 4) Assembly will be on the Tennis Courts.
- 5) Pupils to line up in class lines and registers taken by the class teachers.
- 6) Other teaching staff, contractor and visitors are to assemble at the end of the tennis courts and will be registered by the school secretary.
- 7) When pupils and staff are made safe, the Fire Wardens are to ensure the Fire Services are called.

### **Nursery Department Barlborough Hall School**

#### **IN THE EVENT OF A FIRE**

- 1) The fire alarm is a continuous BELL.
- 2) Exit from the main Nursery door and walk through the main black gate.
- 3) Doors and windows should be closed where it is safe to do so
- 4) Assembly will be on the Tennis Courts.

- 5) Pupils to line up in class lines and registers taken by the class teachers.
- 6) Other teaching staff, contractor and visitors are to assemble at the end of the tennis courts and will be registered by the school secretary.
- 7) When pupils and staff are made safe, the Fire Wardens are to ensure the Fire Services are called.

### **Science and Music Block Barlborough Hall School**

#### **IN THE EVENT OF A FIRE**

- 1) The fire alarm is a continuous BELL.
- 2) Exit from the main door and walk through the main black gate – alternative exit through the Music Room and round the side of the block
- 3) Doors and windows should be closed where it is safe to do so
- 4) Assembly will be on the Tennis Courts.
- 5) Pupils to line up in class lines and registers taken by the class teachers.
- 6) Other teaching staff, contractor and visitors are to assemble at the end of the tennis courts and will be registered by the school secretary.
- 7) When pupils and staff are made safe, the Fire Wardens are to ensure the Fire Services are called.

### **Pre-Prep Department Barlborough Hall School**

#### **IN THE EVENT OF A FIRE**

- 1) The fire alarm is a continuous BELL.
- 2) Exit from the classrooms and down the stairs nearest the main exit. Walk out of the Pre-Prep doors and walk through the main black gate
- 3) Doors and windows should be closed where it is safe to do so
- 4) Assembly will be on the Tennis Courts.



- 5) Pupils to line up in class lines and registers taken by the class teachers.
- 6) Other teaching staff, contractor and visitors are to assemble at the end of the tennis courts and will be registered by the school secretary.
- 7) When pupils and staff are made safe, the Fire Wardens are to ensure the Fire Services are called.

### **Swimming Pool Barlborough Hall School**

#### **IN THE EVENT OF A FIRE**

- 1) The fire alarm is a continuous BELL.
- 2) Pupils to wrap in foil blankets from the container at the side of the pool
- 3) Exit from the side door and walk through the main black gate – alternative exit through the Science block door.
- 4) Doors and windows should be closed where it is safe to do so
- 5) Assembly will be on the Tennis Courts.
- 6) Pupils to line up in class lines and registers taken by the class teachers.
- 7) Other teaching staff, contractor and visitors are to assemble at the end of the tennis courts and will be registered by the school secretary.
- 8) When pupils and staff are made safe, the Fire Wardens are to ensure the Fire Services are called.

### **Dance Studio and Theatre Barlborough Hall School**

#### **IN THE EVENT OF A FIRE**

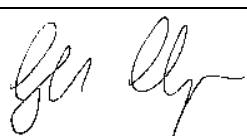

- 1) The fire alarm is a continuous BELL.
- 2) Exit from the side door of the dance studio by the lake and walk through the car park around the school.
- 3) Doors and windows should be closed where it is safe to do so
- 4) Assembly will be on the Tennis Courts.

- 5) Pupils to line up in class lines and registers taken by the class teachers.
- 6) Other teaching staff, contractor and visitors are to assemble at the end of the tennis courts and will be registered by the school secretary.
- 7) When pupils and staff are made safe, the Fire Wardens are to ensure the Fire Services are called.

### **Kitchen and Refectory Barlborough Hall School**

#### **IN THE EVENT OF A FIRE**

- 1) The fire alarm is a continuous BELL.
- 2) Exit from side door of the kitchen straight out to the tennis courts.
- 3) Doors and windows should be closed where it is safe to do so
- 4) Assembly will be on the Tennis Courts.
- 5) Pupils to line up in class lines and registers taken by the class teachers.
- 6) Other teaching staff, contractor and visitors are to assemble at the end of the tennis courts and will be registered by the school secretary.
- 7) When pupils and staff are made safe, the Fire Wardens are to ensure the Fire Services are called.

APPROVED DATE	November 2022		
REVIEW DATE	November 2023		
SIGNED  Chair of Governor's		PRINT NAME	Gareth Chapman
SIGNED  HEAD TEACHER		PRINT NAME	Karen Keeton