



Elstree School

Including all of the Pre-Prep Department and Early Years
Foundation Stage

Fire Risk Prevention Policy

Contents

1. Introduction.....	1
2. Responsibilities.....	1
3. Risk Assessment	2
4. Fire Precautions Maintenance.....	2
5. Smoking.....	2
6. Training.....	2
7. Practice Evacuations.....	2
8. Action in the Event of Fire.....	3
6. FIRE EMERGENCY PLAN - DAY	4
7. FIRE EMERGENCY PLAN - NIGHT	6

Person responsible for Policy: Bursar Responsible Governor: Mark Randall
Date of last revision: January 18
Date to be revised: March 2018

Elstree School is a Company Limited by Guarantee No 690450 (England)

1. Introduction

It is the Governor's policy that all employees, pupils, members of the public including parents, visitors and contractors are safeguarded fully in respect of health, safety and welfare whilst at work at school. This includes conditions and systems of work for all which prevent any danger to health and that means of egress are safe and without risk to health.

The Government published the Regulatory Reform (Fire Safety) Order in 2005. It applies to the vast majority of premises. The aim of the new regime is to create a simple fire safety regime applying to all workplaces and other non-domestic premises. The regime is based on risk assessment, a duty to maintain fire precautions which are for the use of fire fighters and new duties on fire authorities for fire safety, investigation and testing. Fire safety is by definition a subset of the current Health and Safety (H&S) systems and procedures which it mirrors closely.

2. Responsibilities

The Board of Governors are responsible for detailing the Health and Safety Policy and copies of this are available on the intranet. It is the responsibility of the Senior Management Team to implement this policy. All employees have a legal duty to take reasonable precautions in safeguarding the health and safety of themselves and others, observing all rules and procedures, alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness or damage.

	Tasks	Comments
Chairman of Governors	Responsible in law for what happens on the premises	James Sunley Esq
Responsible Person (Bursar)	Plans, implements, monitors and reviews the policy	Bursar (assisted by Headmaster as required)
H&S Representatives	Assist the Responsible Person in the Management of H&S including fire precautions	Members of staff appointed by the Headmaster and Bursar jointly
Employees and Pupils	Comply with H&S policy and take reasonable steps to protect themselves and colleagues at work.	
Visitors	Should be briefed on any H&S issues that will affect them, as required, when they are on site	

3. Risk Assessment

The Responsible Person (Bursar) produces the risk assessment together with John Roughton-Bentley, the school's H&S consultant, for the purpose of identifying the general fire precautions that she needs to take. It is based on an understanding of the relevant legislation, guidance and good practice in the fire prevention field. The overall risk has been assessed as LOW.

4. Fire Precautions Maintenance

The following arrangements have been made for maintenance:

	Item	By whom
Ongoing	Check signage, safety clips on fire extinguishers, ensure that fire doors are not wedged open	Housekeeping Bursar
Weekly	Test fire panels on Mondays (Tuesdays at Home Farm) between 0900 -0915 hrs	Maintenance engineers
Monthly	Emergency lighting	Maintenance engineers
Quarterly	Test fire panels and systems	Premier Fire & Safety Systems Ltd
Annually	Emergency lighting 3 hr test	Maintenance engineers
Annually	Test all fire extinguishers, check all fire blankets. Replace any missing fire evacuation signs.	Red Box Fire Control, Maintenance engineers

5. Smoking

Smoking can be a major source of fires and Elstree has a No Smoking policy which exists in all areas of the school site.

6. Training

The Responsible Person (The Bursar) will arrange appropriate training for all staff. Fire Procedures, as set out in a separate document available to all staff on the intranet, are made known to all staff and familiarisation with the fire alarm system forms part of the staff induction process.

7. Practice Evacuations

There will be at least two practice evacuations each term, one day time evacuation for all pupils and staff, and one night time evacuation for all resident staff and pupils in the main house. The aim of the practice is to familiarise pupils and staff with evacuations procedures

and a full evacuation is considered successful when the whole school is evacuated within 4 minutes, day or night. The results of all evacuations are to be recorded in two books, one kept at Home Farm, the other at Elstree by the Deputy Headmaster and a record made of the time taken to effect evacuation.

8. Action in the Event of Fire

If you discover a fire, you should raise the alarm, operate one of the call points situated around the school, evacuate the building by the designated or best route and report to the senior staff member at the Assembly Point. On hearing the fire alarm, you are required to evacuate the building via the designated or best route and proceed to the Assembly Point. You are NOT to delay to pick up papers, equipment or other personal effects but you are to evacuate immediately. Some staff have specific duties of care for our pupils in the event of fire and these members of staff will be briefed separately. If you see others having trouble finding a suitable exit then you should provide assistance.

Portable firefighting equipment is provided in numerous locations throughout the School. This is NOT to be used unless you believe that immediate first aid action on a small incident, such as tackling a small fire in a rubbish bin in a classroom, will prevent a much greater problem,. Additionally, portable equipment may be used to assist in safe escape. However, personal safety is paramount and attempts to try to extinguish a fire should ONLY be made if circumstances permit. Always remember that smoke kills.

Assembly Points (there are three assembly areas at the School):

- For all Elstree staff, pupils, parents and visitors: Yard, the grassed area beside the Terrace
- For all Elstree staff and pupils at night: The Sports Hall
- For all Home Farm pupils and staff: The playing field (Farmyard) behind Home Farm

Reporting: on arrival at the Assembly Area, you must report to the senior member of staff in charge. This is to ensure that all personnel are accounted for in the event of evacuation for fire. It is essential that we know this as the Fire Brigade need to have this information the moment they arrive. Never forget that the Fire Service's prime task is the saving of life and not the saving of buildings.

DO NOT RE-ENTER ANY SCHOOL BUILDING
UNTIL AUTHORISED TO DO SO

6. FIRE EMERGENCY PLAN - DAY

IF YOU DETECT A FIRE:

Operate a Break Glass Call Point to activate the Alarm.

ACTION BY PUPILS & STAFF WHEN THE ALARM SOUNDS:

- All pupils and staff will proceed immediately to the Yard Assembly Point.
- A check will be made, co-ordinated by the Deputy Head or other senior member of staff, to establish who is present.
- The route taken will be the most direct safe route.
- All belongings must be left behind and there will be no running.
- Staff will ensure that all doors and windows are closed provided it is safe to do so.
- Extinguishers will only be used if it is safe to do so and if it is necessary in order to effect escape.

ACTION BY DESIGNATED PEOPLE:

- The following staff will go immediately to the Alarm Panel if it is safe to do so:

Headmaster

Bursar

Housemaster

Maintenance Personnel

- If it is clear that the situation is not a false alarm, the Headmaster, or delegated person will ring the Fire and Rescue Service.
- The two Maintenance Personnel, or other designated, will go to the area where the fire is indicated, if it is safe to do so, to establish the position so that they are able to direct the Fire and Rescue Service. Having established the position as far as possible, all these members of staff will leave the building and go to the Yard Assembly Point.
- The Bursar or Maintenance men will meet the Fire and Rescue Service on arrival to direct them as to the area involved and will provide as much information as possible concerning anybody who has not been accounted for.

ADDITIONAL ACTION BY OTHER STAFF:

- Staff in charge of pupils when the alarm sounds will assist escape by pupils, ensuring that all pupils have left the area before they leave the area.
- Kitchen staff will ensure that gas and electricity is off by way of emergency cut off before leaving the kitchen.
- Kitchen staff will ensure that the fire shutter is down before leaving the kitchen.
- Science staff will ensure that gas is off by way of emergency cut off before leaving the laboratory.
- Staff in the School Office will take the Register so that it is known who is in the School and any team lists so that it is known who is off site at a particular time.

7. FIRE EMERGENCY PLAN - NIGHT

IF YOU DETECT A FIRE:

- Operate a Break Glass Call Point to activate the Alarm.

ACTION BY PUPILS & STAFF WHEN THE ALARM SOUNDS:

- All pupils and staff will proceed immediately to the Sports Hall Assembly Point.
- A check will be made, co-ordinated by the Housemaster, Sister or Headmaster, to establish who is present.
- The route taken will be the most direct safe route.
- All belongings must be left behind and there will be no running.
- All doors and windows should be closed provided it is safe to do so.
- Extinguishers will only be used if it is safe to do so and if it is necessary in order to affect escape.

ACTION BY DESIGNATED PEOPLE:

- The following staff will go immediately to the Alarm Panel if it is safe to do so:
Housemaster
House Tutor
- Two personnel will go to the area where the fire is indicated, if it is safe to do so, to establish the position so that they are able to direct the Fire and Rescue Service.
- If it is clear that the situation is not a false alarm, the Housemaster, or delegated person will ring the Fire and Rescue Service.
- Having established the position as far as possible, all members of staff will leave the building and go to the Sports Hall Assembly Point.
- The Housemaster, House Tutor or Headmaster will meet the Fire and Rescue Service on arrival to direct them as to the area involved and will provide as much information as possible concerning anybody who has not been accounted for.