



# Elstree School

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

## Fire Risk Prevention Policy

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Person responsible for Policy: Bursar      Responsible Governor: Rick Waller  
Date of last revision: March 2021  
Date to be revised: March 2022

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## 1. Introduction

It is the schools' policy that all employees, pupils, members of the public including parents, visitors and contractors are fully safeguarded 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.

### Summary

	<b>Tasks</b>	<b>Comments</b>
Chairman of Governors	Responsible in law for what happens on the premises	James Sunley Esq
School Safety Officer Person (Bursar)	Plans, implements, monitors and reviews the policy. Further details below	Bursar (Assisted by Headmaster as required). Fire Warden trained.
School Fire officers	Plan, perform fire drills and report on outcome. Further details below	Deputy Head, Head of Home Farm and Boarding House Parents Fire Warden trained.
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	Will be briefed on any H&S issues that will	

	affect them, as required, when they are on site	
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**The School Safety Officer (Bursar)**

Responsible for:

- 1) Calling the Fire Brigade in the event of an unplanned alarm during normal School hours after consultation with the Head of Maintenance and/or Headmaster.
- 2) Carrying out (or commissioning its execution by an external specialist consultant) and recording the Fire Risk Assessments.
- 3) Ensuring that required measures identified in the Fire Risk Assessment are actioned.
- 4) Maintaining detailed fire zone plans, showing the locations of all:
  - (a) Fire exits.
  - (b) Emergency luminaries.
  - (c) Break-glass call points.
  - (d) Automatic smoke detectors.
  - (e) Automatic heat detectors.
  - (f) Fire extinguishers.
  - (g) Other fire-safety equipment.
- 5) Ensuring that fire zone plans showing fire exits and break-glass call points, are prominently displayed adjacent to all fire alarm panels.
- 6) Arrangements for online fire awareness & fire warden training as appropriate through the School's provider, Red Box and The Fire Training Company and maintenance of those training records.
- 7) Carrying out weekly tests at a time that is well publicised of the efficient operation of the main fire alarm panel and the audibility of the fire alarm bells across the site, and maintaining suitable records of such tests.
- 8) Maintaining written records of the checks at (7) above, and monitoring all necessary follow-up action.
- 9) Ensuring that a 100% check of all emergency routes, call points, doors, signs, notices, emergency lighting, fire & heat detectors, alarms & fire extinguishers is carried out once per year by a suitably qualified person or company.
- 10) Ensuring that the arrangements for visitors are appropriate and that visitors are directed to the information available on their visitor badges and the Fire Procedures available at the Front Office.
- 11) Ensuring that there is an annual check of the contents of the yellow school evacuation bags stored at:
  - Front of school - next to the alarm panel
  - The sports hall
  - Home Farm

- 12) Maintaining a central record database of all documents relating to Fire Safety at Elstree School.
- 13) Liaise with West Berkshire Fire and Rescue Services or other external agencies

### ***The School's Fire Officers – Deputy Head, Head of Pre Prep and Boarding House Parents***

Responsible for:

- 1) The school's fire evacuation drill is in place and widely publicised across the School site. A room/area specific evacuation procedure is published in each boarding area/room.
- 2) Satisfactory arrangements are in place for the production of registers and the conduct of roll-call at every fire evacuation (both night-time and day-time).
- 3) Fire evacuation procedures are kept under continuous review (particularly in the light of changes to the school's infrastructure or working practices).
- 4) Both night-time and day-time fire evacuation drills are carried out at least once every term, when full complements of boarders and day pupils are present, respectively.
- 5) A separate "Fire Evacuation Plan - NIGHT" (Annexe 2) and "In the Event of a Fire – Night" (Section.8) is drawn up to reflect the requirements of evacuating the boarding house during the night.
- 6) Ensuring that all boarding staff are fully briefed as to their duties in an evacuation and that the Boarding Fire Procedures are kept up-dated and following in any evacuation
- 7) Fire evacuation drills are carried out at varying times, on different days at under varying simulated circumstances on each occasion during the school year.
- 8) A written report (or by email) on each fire drill is submitted to the Bursar (as the designated School Safety Officer) as soon after the fire drill as possible.
- 9) Any unsatisfactory occurrences during fire drills – or any acts or omission requiring remedial action – are followed up effectively and without delay.

### ***The Maintenance engineers***

- 1) Will be responsible for carrying out such tasks of those outlined at c above, as are delegated to him by the School Safety Officer.
- 2) In the event of a fire alarm sounding, assemble at the Main Fire Alarm panel (or as close to it as safety will permit), for further deployment as directed by the School Safety Officer (or Headmaster).
- 3) In the Bursar's absence, calling the Fire Brigade as appropriate.

### ***The School Office Manager***

Will be responsible for:

- Maintaining appropriate registers of all employees, pupils and visitors present on the School premises at all times during the normal school day. Registers are to be brought to the assembly point for all fire evacuation in order to facilitate non-teaching staff and visitors roll-calls.
- Ensuring that all visitors are made aware of the visitors fire procedures at the time of signing in; procedures are published on the visitors' badges and in the front office / hall.

### ***Boarding House Staff at Evening/Night (once front office is closed)***

Will be responsible for:

- i. Calling fire brigade once safety of all personnel (staff & pupils) has been accounted for (see Annex 2).
- ii. Ensuring that they have access to all keys required for a night time evacuation

### ***All Employees and Pupils***

All employees at Elstree School are responsible for both familiarising themselves with the school's Fire Safety Rules & Procedures and for following all related School policies and procedures in order to reduce the risk of fire wherever possible; this will include the turning off all unused electrical equipment. Teachers, in particular, have a personal responsibility for the safety of pupils in their charge, and must ensure that they are thoroughly acquainted with all aspects of the fire evacuation drills. Staff accompanying visitors when the school office may be closed (and therefore not "signed in") are, at all times, responsible for the safety of their visitor.

## **3. Risk Assessment**

The School Safety Officer (Bursar) produces the risk assessment together with Mike Vale, 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:

	<b>Item</b>	<b>By whom</b>
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
Weekly	Inspection of fire escapes	
Monthly	Emergency lighting	
Quarterly	Test fire panels and systems	Premier Fire & Safety Systems Ltd Maintenance engineers
Annually	Emergency lighting 3 hr test	
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 Fire Safety Officer will arrange appropriate training for all staff.

## 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 a fire**

### **FOR DAY EVACUATION:**

- Staff and pupils to follow the Fire Evacuation Procedure - DAY (Annexe 1)

#### **ACTION BY DESIGNATED PEOPLE:**

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

Maintenance Engineers

Bursary Team

- If it is clear that the situation is not a false alarm, the Bursar/Bursary Team or Maintenance engineer, or delegated person will ring the Fire and Rescue Service.
- A Maintenance engineer 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 AWP Assembly Point.
- A Fire Warden should stand at the closet external entrance to the fire, visible to the road, to direct the Fire and Rescue Service.
- The Bursar/Bursary Team or Maintenance engineer 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.
- 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.

### **FOR NIGHT EVACUATION:**

- Staff and pupils to follow the Fire Evacuation Procedure - NIGHT (Annexe 2)

## ACTION BY DESIGNATED PEOPLE:

- On hearing the fire alarm:
  - Boarding staff sweep all dorms, as denoted by the weekly rota, and physically check beds to ensure all pupils have evacuated.
  - The Matron will take the evening register and go immediately to the Sports Hall
- The Boarding House Parents, or delegated person, will go immediately to the alarm panel.
- At least one Boarding House Parent, or delegated person, will go to the area that the fire is indicated, if it is safe to do so, to establish the position in order to direct the Fire and Rescue Service.
- If it is clear that the situation is not a false alarm, the Boarding House Parent, 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.
- A Fire Warden should stand at the closet external entrance to the fire, visible to the road, to direct the Fire and Rescue Service.
- The Boarding House Parent, or delegated person 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.

## Annexes

1. Fire Evacuation Procedure – Day
2. Fire Evacuation Procedure - Night
3. Fire Safety Rules for all Staff
4. Fire Procedures for Visitors
5. Fire Classifications
6. Types of Extinguisher to use

## Annex 1

### **FIRE EVACUATION PROCEDURE - DAY**

**On discovery of a fire:**

1. Any person discovering a fire should operate the nearest alarm.
2. If this person is a pupil, find the nearest member of staff and report the situation to him/her.
3. The fire brigade must be called immediately by the Bursar/ Bursary Team, Headmaster/Deputy Head or Maintenance Personnel or failing that, the member of staff. If using the School phone system, dial 9 for an outside line. Give the operator the following details;

**Address:**

**ELSTREE SCHOOL Woolhampton Hill  
RG75TD**

**LOCATION OF FIRE**

Do not hang up on the call until the details have been repeated back by the operator.

On hearing the fire alarm:

When in class: The order to clear will be given by the teacher, who will indicate the route to be followed.

When not in class: form single file and move by the most direct route to the place of assembly.

**Assembly Points:**

- For all Elstree staff, pupils, parents and visitors – **SPORTS HALL ASTRO - AWP**
- For all Home Farm pupils and staff – **FARMYARD** the playing field behind Home Farm.

**At all times:**

**ACT QUIETLY**

**DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS**

**DO NOT ATTEMPT TO PASS OTHERS ON YOUR WAY TO THE PLACE OF ASSEMBLY**

- Close all doors and windows, if safe to do so.
- Pupils will be checked off by form and any absentees must be communicated to the Headmaster/Deputy Head.
- Once the premises have been evacuated, no one is allowed to re-enter until the "All-Clear" has been given.

**Pupils, staff and visitors may only leave the assembly point on the instructions of the Headmaster or the Fire Officer**

**Staff are instructed never to put themselves at risk in attempting to fight a fire**

Annex 2

**FIRE EVACUATION PROCEDURE - NIGHT**

**On discovery of a fire:**

- Any person discovering a fire should operate the nearest alarm.
- If this person is a pupil, find the nearest member of staff and report the situation to him/her.
- The fire brigade must be called immediately by the House Parent or delegated person. If using the School phone system, dial 9 for an outside line. Give the operator the following details;

**Address:**

**ELSTREE SCHOOL Woolhampton Hill**

**RG75TD**

**LOCATION OF FIRE**

Do not hang up on the call until the details have been repeated back by the operator.

**On hearing the fire alarm:**

Form single file and move by the most direct route to the place of assembly.

**Assembly Point:**

**THE SPORTS HALL**

**At all times:**

**ACT QUIETLY**

**DO NOT STOP TO COLLECT YOUR  
PERSONAL BELONGINGS**

**DO NOT ATTEMPT TO PASS OTHERS ON  
YOUR WAY TO THE PLACE OF  
ASSEMBLY**

- Close all doors, if safe to do so.
- Pupils will be checked off by dorm register by boarding staff and any absentees must be communicated to the House Parent.
- Once the premises have been evacuated, no one is allowed to re-enter until the "All-Clear" has been given.

**Pupils, staff may only leave the assembly point on the instructions of the House Parent or the Fire Officer**

**Staff are instructed never to put themselves at risk in attempting to fight a fire**

Annex 3

**Fire Safety Rules for all Staff**

These rules must be applied by all staff at all times – they are simple and straightforward but are not optional extras.

**All staff are equally responsible for the prevention of fire within the School.**

**Fire Doors** – these are all clearly marked. They must never be left wedged or propped open when a room is unoccupied. Where they are retained on magnets they must not be obstructed or wedged open.

**Fire Extinguishers** – should not be taken off the wall bracket unless for use in an emergency. These are not door stops. Signs showing location of extinguishers must not be obscured. If you notice that an extinguisher has been tampered with please contact the Bursar immediately.

**Fire Exits** – must never be obstructed by furniture or propped/wedged open and all blinds/curtains over them must be raised when the room is occupied. Direction signs for the fire exit must be kept clear and not obscured in any way.

**Fire Exit Routes** – remove all furniture and clutter from escape routes. This applies equally to all corridors signed as a fire exit.

**Fire Precaution Notices** – all rooms within the School should have one of these clearly visible and adjacent to the door. They must not be removed or covered under any circumstances. Please contact the Bursar for a replacement if you realise any are missing or in poor repair.

Annex 4

**Fire Procedures for Visitors**

## **Introduction**

Fire awareness is a vital consideration for everybody who lives at, works at or visits Elstree School. The aim of this document is to set out the school's procedures with regard to the presence of visitors on its premises in the event of the fire alarm being sounded.

## **Procedures**

1. All visitors to the School are to be signed in and out of the premises at the School Office. A key element of the signing-in process is to direct visitors' attention to this procedure which will be displayed in the School Office along with the School Fire Evacuation Procedure and site map showing the location of the fire assembly points. The badges issued to visitors contain a summary of these procedures.
2. Visitors arriving at times when the office is closed must be escorted at all times by the sponsoring member of staff who takes full responsibility for ensuring the safety of their visitor in the event of a fire.
3. The School Fire alarm is an integrated one and sounds across the whole campus whenever an alarm is triggered in any area. The sound emitted is a bell.
4. On hearing the fire alarm, Visitors must proceed to Fire Assembly Points where they should report to the School Office Manager and ensure that their presence is recorded on the fire register.
5. The Fire Alarm is routinely tested weekly during term time at approximately 9.00 am on Monday mornings. The test lasts for a few seconds only and no action should be taken unless the alarm sounds for a longer period, in which case the Fire Evacuation Procedure should be followed.

# FIRE CLASSIFICATIONS



**You must identify the type of fire before you take action.**

**Class A:**  
ordinary combustibles

...such as wood, paper, wastepaper baskets, stationery stores, textiles, fabric and furniture.

**Class B:**  
flammable liquids

...such as lubricants, spirits, petrol, paints, solvents, fuel oils and flammable liquid stores.

**Class C:**  
flammable gases

...such as propane AND butane.

**Class D:**  
metals

... such as magnesium, aluminium, sodium and potassium (unlikely in an office environment).

**Class F:**  
cooking oils

... such as vegetable oil, sunflower oil and liquefiable solids like lard, butter and margarine.

**Electrical** ⚡

Danger areas include ventilation systems, computer rooms, switch gear and lift motor rooms.



**Using the wrong extinguisher on the wrong type of fire can lead to disaster and could cost you your life.**

# FIRE EXTINGUISHERS

The table below is a reminder of which extinguisher is suitable for which class of fire. When a Class D fire is detected the Fire Service should be called.

	WATER	DRY POWDER	CARBON DIOXIDE	FOAM SPRAY (AFFF)	WET CHEMICAL
<b>Class A:</b> ordinary combustibles			✗		
<b>Class B:</b> flammable liquids	✗				✗
<b>Class C:</b> flammable gases	✗			✗	✗
<b>Class D:</b> metals	✗	✗	✗	✗	✗
<b>Class F:</b> cooking oils	✗	✗	✗	✗	
<b>Electrical</b> 	✗			✗	✗

