



Fire Safety Policy

Overall responsibility for Fire Safety: Mr J Crocker (Principal)

Delegated responsibility for Fire Safety Ms C Lepeck (Student Services Manager)

A. Policy Statement

This policy has been prepared to help us comply with our legal obligations to employees, students and authorised contractors under the Regulatory Reform (Fire Safety) Order 2005. This includes the provision of a safe place of work where fire risks are minimised.

Employees have a duty to take reasonable steps to ensure they do not place themselves or others at risk of harm. They are also expected to cooperate fully with us in complying with any procedures that we may introduce to protect the safety and well-being of our employees, students and authorised contractors.

Responsibilities

Overall responsibility for fire and safety in Newbury Hall School is shared between the Proprietor and the Principal. Between them, these bodies must ensure fire precautions at the school comply with all relevant health and safety legislation.

To assist in carrying out these duties, Newbury Hall School has delegated these responsibilities to the Student Services Manager with the assistance of appointed and trained Fire Marshals and given them the necessary authority and powers of sanction to ensure standards of fire safety are maintained.

The main aims of fire safety management are to:

- Minimise the risk of fire
- Protect the means of escape
- Limit the spread of fire

To achieve this, the School will:

- Undertake an annual review of the fire risk assessment
- Continually assess and review fire safety training needs and arrange further training as necessary
- Produce an emergency plan and put up fire notices
- Conduct fire drills
- Check the adequacy and maintenance of firefighting apparatus
- Conduct fire safety inspections as least every term
- Make frequent informal checks to confirm fire safety rules are being followed
- Ensure fire escape routes and fire exit doors and passageways are unobstructed, and that doors open correctly
- Check that fire detection and protection systems are maintained and tested, and records kept
- Ensure close-down procedures are followed
- Include fire safety in the regular health and safety reports to the Proprietor

Following the recent tragedy at Grenfell Tower in London, all schools have been asked to confirm, via the Department for Education that they ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. In particular, the submission required confirmation of a review of fire safety measures before the end of July 2017 and confirmation that Aluminium Composite Material (ACM) is not present on our building housing pupil overnight accommodation (The Residence).

We confirm that this was completed in advance of the submission deadline of 25th July 2017.



Your data has been submitted.

Thank you for completing the Independent Schools - Fire Safety Survey.

A fire log book held in the school offices records essential information such as evacuation procedures, tests on fire extinguishers, details of training session and results of fire drills.

A fire drill is held at least once a term at all school buildings. Evacuation procedures that are successful under practice conditions may be less so in the event of a fire. \fire drills cannot adequately simulate the confusion and uncertainty that can arise in an emergency.

Evacuation procedures should make allowance for:

- False alarms
- Controlling pupils - the first priority of staff is the safety of their students and leading them to a place of safety, preferably the designated Fire Assembly Point
- Disabled staff and pupils - arrangements must be made for the safe evacuation of those with disabilities that may include learning, physical and sensory difficulties (although the school does not have any students or staff with accessibility issues - PEEPS will be prepared if necessary)
- Fire-fighting - members of staff should only consider fighting fire after they have seen to the evacuation of the pupils in their charge and it is safe to do so

Signed:

Date: 01.09.18

Jon Crocker
Principal



B. Fire Evacuation Responsibilities and Procedures

All Staff:

- Familiarise yourself with the Fire Evacuation Procedures in your classroom or office
- Acquaint yourself with any fire safety aspects of risk assessments relevant to your tasks
- Strictly adhere to any requirements set out in the Fire Risk Assessment and guidelines provided within training and policies
- Do not wedge open doors on escape routes
- Do not tamper with or use fire extinguishers inappropriately i.e. to wedge open doors
- Report any fire safety hazards or deficiencies immediately to the FSM for further action
- Remember to isolate or switch off hazardous equipment/machinery being used before evacuation, i.e. Bunsen Burners or cooking equipment

Teachers:

- Be prepared to calmly evacuate the classroom
- If safe to do so, close windows and doors behind you
- Be aware of any absences in your class and be prepared to report any absence to the FSM
- Ensure students remain with the rest of the class during an evacuation
- Escort your class to the designated assembly point
- Ask students to stand in orderly class groups

House Parents:

- Clear The Residence, standing in the stairwell and repeatedly reminding students to calmly proceed to the exit
- Check the fire panel for the activated zone and collect the grab bag from the collection point
- Proceed to the designated assembly point to take register
- Report to the FSM any absences

Office Staff:

- Maintain the visitors book and ensure this is available to confirm that visitors have evacuated in the event of an emergency
- Ensure the registers are printed for confirmation of student numbers
- Advise of any students who are off premises
- Sweep the evacuation route checking toilets and communal areas for students
- Be prepared to adopt the role of FSM if they are not available

Fire Safety Manager:

- Wear high visibility jackets during evacuation
- Check the fire panel for the activated zone and collect the grab bag from the collection point
- Proceed to the designated assembly point and liaise with Teachers, House Parents and Office Staff for confirmation of absences
- Ensure any PEEPS have been implemented
- Everyone is out of the building and accounted for
- Be prepared to provide all information to the fire service on attendance



Evacuating Buildings

On hearing the alarm in your area of the school, teachers must evacuate with classes by the shortest safe route to the open air. Staff based on each floor are responsible for checking each classroom and toilet prior to vacating the building. This is vital to ensure everyone is evacuated. It should not be too time consuming and eliminates the need to name specific people for the role when staffing changes throughout the day.

Fire doors will automatically close.

Bags are to be left behind, and checks are to be made to ensure they do not block access routed as a normal daily class check. Everyone should proceed in a calm and orderly manner to the designated assembly point. Under no circumstances must anyone return to the building.

Teachers and staff will check and remain with their groups. Attendance lists will be provided by the FSM/ If anyone is missing, this must be reported to the FSM. Searches can then be instigated by the Fire Service on arrival.

Fire Appliances

Appliances are regularly inspected and tested and dates noted in the Fire Safety Folder held in the office. Appliances must not be used for purposes other than fire fighting by trained fire marshals or members of the Fire Service. Staff or students are not permitted to fight fires or use extinguishers unless it is safe to do so e.g. a fire blanket in the science lab or kitchen to prevent the spread of fire.

Dismissal

No one is to re-enter the buildings or be dismissed from the Assembly Point until told to do so by the FSM or a member of the Fire Service.

Key Information to have available:

- Evacuation list registers
- Walkabout phone or mobile
- Visitor book
- Student sign in and out book
- Nicolas House office: 01635 36879
- Jon Crocker: 07725 592258 - (Principal)
- Newbury Hall Emergency Phone: 07776 420902
- Head Office: 01865 258300



C. Evacuation Plan

On discovery of fire, raise the alarm. In this building this is done by:

Activating the nearest call-point and then the school alarm system will be heard. This is directly linked to the Fire Service, so there is no need to call 999.

On hearing the alarm, which is:

Alarm Bell

Proceed to the designated assembly point located:

Location	Exit	Room
Nicholas House - Ground Floor	A (School Office)	Office (Has own exit)
		LRC
		Warwick Room
		Turret Room
	B (Opposite Science Lab)	Science Lab
		Oxford Room
		Newbury Room
		Toilets
Nicholas House - First Floor	A (Via staircase opposite the rooms)	Swindon Room
		Bath Room
		Winchester Room
		Nottingham Room
	B (Via staircase nearest the kitchen)	Student Common Room
		Kitchen and Utility Areas
Residence - All Floors	C (Exit at base of staircase)	Headmasters Office
		Exit from bedrooms to floor lobby and onto staircase. Proceed to the exit at the ground floor level.

