

Whole School

(including EYFS)

Fire Safety and Prevention

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Reviewed	Summer 2023
Version	2
Amendment details	New school site (Fitzalan House) details added to policy
Name of owner/author	CG, JMA
Approval by	Executive Leadership Team/Governors
Target Audience	Whole School Community/Public
Where available	Website, Staff shared Drive
Review Date	Summer 2024

1. Policy Statement

This policy applies to all members of our school community and is written as an extension to the school's Health and Safety Policy, the full version of which is available at:

<https://ewellcastleschool.sharepoint.com/HealthandSafety/SitePages/Home.aspx>

Ewell Castle School is committed to excellent standards of health and safety and *will ensure, so far as reasonably practicable*, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst legally on the premises. This Policy explains how the school complies with this and its legal requirements under the Regulatory Reform (Fire Safety) Order 2005 (FSO) to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

In particular the School will comply with:

- the legal requirements for risk assessment
- the installation and maintenance of fire systems
- the implementation of fire procedures and other fire safety documentation
- the requirement to reduce so far as reasonably practicable the risk of fire from dangerous substances

This policy is reviewed annually to ensure that the policy continues to meet the needs of the school and legal compliance. Copies of current fire risk assessments, fire procedures and other fire safety documentation are available in the Bursar's Office.

All members of our school community will be informed of any changes that are made to our fire safety procedures and must adhere to the parts of this policy which are relevant to them.

2. Managing Fire Safety- Responsibilities

Overview

The Governing Body, has overall responsibility for health and safety at Ewell Castle School to ensure that an appropriate policy is in place and that arrangements are made for its effective implementation. The responsibility for the implementation and management of this policy is devolved to the Principal who has nominated competent staff to carry out particular duties.

Day to day responsibility for the effective implementation of this Policy and its role within the School's Health and Safety Policy lies with the Bursar who acts as the 'Responsible Person' for fire management at Ewell Castle School and is supported in this role by the Assistant Bursar and Site Manager.

The Bursar and Assistant Bursar maintain an overview of fire safety arrangements and make recommendations to the Principal/Senior Management Team.

Bursar

The Bursar is responsible for ensuring that:

- Satisfactory standards of fire safety are maintained

- Fire safety risk assessments are comprehensive, formally recorded and reviewed on an annual basis or when significant changes have been made to the premises
- The fire safety policy is kept under regular review by Governors and the Senior Management Team
- The elements of an emergency fire plan have been produced
- Best practice for fire prevention is in place through liaison with specialist contractors, the emergency services and the school's insurers
- Arrangements are in place for the safe evacuation of all school personnel
- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire
- The adequacy of fire-fighting equipment and its regular maintenance are checked
- Fire prevention measures are followed
- All staff, pupils, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures
- Relevant records are kept (including fire risk assessment, fire safety policy, fire procedures and arrangements, training records, fire practices, certificates for the installation and maintenance of fire-fighting systems and equipment)
- A copy of this policy is made available to all staff and relevant parties in line with the school's provision of information

Assistant Bursar

The Assistant Bursar works alongside the Bursar monitoring compliance and assisting with risk assessments, reviews and reports and is responsible for ensuring that:

- In liaison with the Bursar that the requirements of the fire safety risk assessment are satisfied
- All teachers and academic support staff are trained in fire safety awareness and evacuation procedures
- Records are kept of the fire induction training given to new staff
- In liaison with the Site Manager that fire escape routes and fire exit doors are kept unobstructed and that fire doors operate correctly
- Procedures and arrangements for emergency evacuation are regularly tested and further actions taken as required
- In liaison with the Site Manager, that fire safety inspections are arranged once a term and when there are changes to the fire safety risk assessment
- Checking that any close down procedure is followed

Site Manager

The Site Manager is responsible for ensuring that:

- Fire drill schedules and procedures are maintained
- Records are kept of all fire practices
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept
- There is adequate provision and maintenance of buildings, grounds and fire safety equipment
- Fire detection, alarm and emergency lighting systems are maintained and tested
- Lightning protection systems are inspected and maintained
- During temporary works that the Assistant Bursar in liaison with the Site Team will modify fire procedures, including access and egress arrangements

- Advice on fire safety is provided for special events and activities
- Arrangements are in place for the maintenance and testing of electrics, fire safety equipment and contractors' hot work permits
- The Fire Rescue Services are briefed on arrival during working hours when staff are on site
- All contractors working outside of term time are briefed on Health and Safety and Fire arrangements

Employees

All employees have a duty to take reasonable care 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. Employees are responsible for ensuring that:

- They are familiar with the fire procedures, escape routes and procedures for sweeping areas at the Senior School
- They report to the Assistant Bursar and Site Manager any failures on the sites relating to fire safety
- In accordance with the fire procedures, evacuate the building to a place of safety without putting themselves or others at risk
- Doors are not held open by fire extinguishers or wedged and that fire exits are not blocked
- Do not attempt to extinguish a fire unless they have been specifically trained to do so

3. Procedures

Fire Alarm

The school sites are protected by fully automated fire alarm systems consisting of smoke detectors, heat detectors, call points and alarm sounders. Fire systems installed since 2020 meet and are serviced in accordance with (BS) 5839 part 1.

All alarms are monitored 24 hours a day by an alarm monitoring service. In the event of an alarm activation during school hours (and between 8am – 5pm during the school holidays), the School is contacted directly by the monitoring service to confirm the alarm before notifying the Fire Services.

Outside of school hours, the monitoring service contact a member of the Site team on a dedicated mobile number in the first instance, and the Bursar thereafter.

On hearing the alarm all staff, pupils and any visitors on site must proceed immediately by the shortest route to the designated Fire Assembly Points;

Senior School	Croquet Lawn
Prep School	Netball Court (to rear of main building)
Chessington Lodge	Front lawn
Fitzalan House	Rear car park

All emergency routes are clearly marked and equipped with emergency lighting. All staff have identified the safest route from their normal place of work and other alternatives.

Suitable fire extinguishers are located throughout the school and are only used by staff that have been trained in their use or in an emergency situation to facilitate evacuation.

If a member of staff discovers a fire and the alarm is not yet sounding, they must immediately activate the alarm from the nearest call point.

Fire Evacuation

Fire evacuation notices detailing the actions to be followed in the event of a fire are clearly displayed throughout each site.

During Teaching periods pupils line up in class groups at the Assembly Point. At all other times pupils line up in Form Groups. This is clearly marked at the Assembly Point.

Separate arrangements are in place when examinations are taking place.

At the Prep and Pre-Prep sites, pupils, staff and visitors are checked off against attendance registers.

At the Senior school and Fitzalan House, a sweeping system is in operation to ensure that the building is fully evacuated.

Notices are prominently displayed in corridors, showing the designated areas that must be swept.

The Fire Marshall (Principal or Deputy Head at the Senior School, and Marketing and Administration Managers at Fitzalan House) are responsible for managing the evacuation of any of the buildings on the Senior School site or Fitzalan House are evacuated during school hours during term time. The Bursar and Assistant Bursar are the Fire Marshalls outside of term time.

Evacuations should be conducted in silence.

Lifts must not be used during an emergency evacuation.

Any staff or pupils who has been identified through a Personal Emergency Evacuation Plan as requiring additional assistance during an evacuation will generally be accommodated on the ground floor. Where this is not possible all staff and pupils are instructed to wait in a refuge area and will be evacuated in accordance with their plan.

All visitors are made aware of the evacuation procedures on arrival at the school. These are also displayed at all Reception areas. On arrival at the school all visitors are invited to make reception staff aware of any additional assistance they may need in case of an evacuation so that appropriate arrangements can be made. Visitors in Wheelchairs where possible will be accommodated on the ground floor and in this case make their own way out of the building using available escape routes.

When evacuating the upper floors of the buildings, anyone unable to leave without assistance should wait for assistance in the refuge areas which are clearly marked throughout the sites.

Out of Hours Events and Hirers

All events are risk assessed with the assistance of the Operations Manager, Site Manager, and other relevant staff, to ensure that appropriate fire safety management arrangements are in place.

The organiser of the event must be familiar with the fire safety arrangements for the Site they are using and ensure that all visitors are provided with appropriate fire safety information and must include this as part of their risk assessment.

4. Fire safety training

All employees receive fire safety awareness training and instruction on emergency procedures as part of their induction. All staff and pupils are advised on taking preventative measures and ensuring a safe environment.

Specific fire safety training needs for employees are identified departmentally by Heads of Departments/ Line Managers.

All new pupils are instructed in the School's Fire Safety Procedures during their induction when joining the School.

Fire drills take place each term to evaluate the effectiveness of the school's evacuation procedures.

5. Monitoring

A planned preventative health and safety programme for service, inspection, testing and monitoring is in operation at Ewell Castle School. The Site Team currently maintain records in hard copy in the Site office.

Monitoring of fire safety arrangements are carried out by the Bursar, with assistance from the Assistant Bursar and Site Manager. The school also utilises the services of various outside personnel to carry out effective monitoring of its duties.

The Site Manager and Site Team carry out regular checks, walking the site on a termly basis. Regular checks include:

Weekly:

- Ensuring fire exits and emergency routes are kept clear
- Ensuring signs and notices are in place
- Ensuring fire extinguishers are not used to prop open doors

Monthly:

- Ensuring emergency lighting is in place and tested
- Ensuring housekeeping arrangements have been observed
- Checks on all fire doors to ensure they remain closed unless attached to the fire alarm by magnetic means or a door guard is attached
- Fire extinguishers are operational and full

Call point testing of the fire systems at each site takes place weekly on Wednesday mornings by the Site Team. Records are kept by the Site Manager in the Site Office.

The Site Manager ensures that the Fire Service is provided with up-to-date locations of COSHH substances that are stored on the school premises. All flammable COSHH materials used by Ewell Castle School are kept in locked cupboards/purpose containers.

All laboratories are checked daily to ensure that the central gas supply is turned off. The Catering Manager checks that all kitchen equipment is switched off at the end of service.

The School has current electrical and gas test certificates for all of its premises. Records of all tests are kept by the Site Manager.

The Bursar in liaison with the relevant Project Manager ensures that the Fire Rescue Service is involved in building regulation approval, where these apply to new buildings or alterations.

Ewell Castle School also employs a Health and Safety Consultant to provide professional health and safety advice to the school.

The status of the school's fire safety arrangements is reported to the Governing Body on an annual basis.

6. Fire risk assessment

The Bursar arranges for a 'suitable and sufficient' fire risk assessment to be carried out by a technically competent person for all sites at Ewell Castle School. The objective of the fire risk assessment process is to assess all fire related hazards and risks and to decide if current control measures are sufficient or if more needs to be done.

Fire risk assessments as standard are reviewed annually by the Assistant Bursar and updated every three years by an appropriately qualified consultant, or more frequently if any of the following occur:

- Structural changes are made to the interior of buildings, or new buildings are bought or added
- Significant changes are made to the numbers of people using the premises
- Changes are made to work processes or work equipment
- Changes are made in health and safety legislation or best practice
- A fire or near miss occurs at the School

7. Review

This policy, together with the effectiveness of its procedures will be reviewed annually by the Senior Management Team and as events or legislation require.

This policy should be read in conjunction with the following documents:

Health and Safety Policy
Fire Risk Assessment
Fire Evacuation Procedures