



KNIGHTON HOUSE SCHOOL

FIRE POLICY

Reviewed:

Next Review: *Under Review – School Merger*

INTRODUCTION

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

ROLE OF THE SCHOOL FIRE SAFETY OFFICER

The Estates Manager is the designated School Fire Safety Officer, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the SLT.
- The fire safety policy is promulgated to the entire school.
- Everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and pupils.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- 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, including night practice evacuations from boarding accommodation.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.

EMERGENCY EVACUATION NOTICE

All new staff and pupils, all 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 exit.
2. If you are responsible for a class, make them leave quietly with you. No one should talk or run. Make your way to the Muster point which is located by the hedge opposite the JB Hall. A secondary Muster point in inclement weather is the Music Block providing this is not the area that has activated and is safe to enter.
3. The school office or Matron on duty will take registers and signing in sheet to the assembly point. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. Report anyone who is waiting to be evacuated from a designated refuge, or who is missing immediately to designated person on duty who will inform the Fire Brigade.
On no account should anyone return to any building until given permission by the Fire and Emergency Services.
5. Remain at the assembly point with your pupils until the all clear is given.

FIRE SAFETY PROCEDURES

BRIEFING NEW STAFF AND PUPILS

All our new staff (teaching and non-teaching alike) and all new pupils, including EYFS pupils, are given a briefing on the school's emergency evacuation procedures on their first day at Knighton House School. We show them where the emergency exits and escape routes are located, and walk with them to the outside assembly point. Fire action notices are displayed at all call points as recommended by the Fire Officer, and we make certain that everyone knows what they look like, and where they should go on hearing the fire alarm. All new staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and pupils alike, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety. We offer fire awareness training through online training or safety briefing to all staff during their first term. We also offer refresher training. No one should attempt to use a fire extinguisher before he or she has been trained in its use.

LOCATION OF PANELS

The master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located in the front entrance.

There is also a remote panel located in the Old Alpha flat

There is also a remote panel located in the Head's House

SUMMONING THE FIRE BRIGADE AND RESPONSIBILITIES

Estates Manager responsibility and timings

During the hours of 08:30am and 16:30pm Monday to Friday the Estates Manager will go to fire panel check activation and investigate. Outside of these hours the responsibility will pass on to the Matron on duty.

Matron responsibility and timings

During the hours of 16:30pm to 21:15pm (Monday to Friday) – evacuate check panel and investigate

During the hours of 21:15pm to 07:00am – **Sleeping Policy** – evacuate and call brigade immediately

During the hours of 07:00am to 08:30am Monday to Friday and weekends when the Estate Manager is not on site responsibility will pass on to the Head of Boarding on duty to evacuate check panel and investigate

SLEEPING POLICY

During the hours of 21:15pm and 07:00am this is the **Sleeping Policy** whereby the Matron on duty will immediately call the Fire Brigade on hearing the Alarm and follow evacuation procedure. If able to leave via the front entrance to make a note of the zone that has activated to relay to the Fire Brigade on arrival.

At night time the Main House, ground floor corridors and room doors **MUST** be kept closed. Staff on duty at these times are responsible to ensure that all doors are shut for the safety of children and staff.

STABLE FLAT ALARM AND STAFF LIVING ON SITE

There is a link between the Stable Flat and Main House Fire Alarm to ensure that if either the Fire Alarm in the Stable Flat or the Main House is activated then all staff will be aware and Muster as normal

The Stable Flat is on **ZONE 17** and staff living in this flat will require to sign in so that an effective roll call can be taken.

INFORMATION TO BE GIVEN TO THE FIRE BRIGADE

If known give the location and zone that has activated to the Fire brigade along with any relevant information which may include the following:

If fire discovered – location

Any information such as missing persons and where last seen

Plan of building

Line drawing with gas shut off valves – note this is kept along with the signing in and out register

VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice (see above) and are shown the way to the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

DISABLED STAFF, PUPILS OR VISITORS

Provision is made for a 'buddy' system for anyone with disabilities. Should an incidence occur, then the 'buddy' will assist the member of staff/visitor or pupils to the assembly point.

RESPONSIBILITIES OF TEACHING STAFF

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. They are responsible for conducting a head count on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for (and, if possible, their likely location) is passed immediately to the Head or Deputy Head in his absence. It is the responsibility of the Estates Manager to ensure that this information is passed to the Fire and Emergency service as soon as they arrive.

On no account should anyone return to a burning building.

RESPONSIBILITIES OF FIRE WARDENS

We have three trained Fire Wardens on site and one in the boarding house. All Fire Wardens are competent persons who have been trained to provide “safety assistance” in the event of a fire. Fire Wardens receive regular refresher training.

FIRE PRACTICES

We hold at least one day time fire practice every term at school. We also practice a night-time evacuation of the boarding houses every term. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained Fire Wardens helps to ensure that the school can be safely evacuated in the event of a fire.

FIRE PREVENTION MEASURES

We have the following fire prevention measures in place at Knighton House School:

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings
- Fire notices and evacuation signs are displayed at all call points and in the corridors.
- Fire extinguishers (of the appropriate type), smoke/heat detectors, are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel and are automatically activated when smoke/heat builds up. [Smoke control systems are located in our boarding accommodation]
- All stairs, passages and emergency exits are illuminated by emergency lighting
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes
- The master panel for the alarm system is located in the front entrance and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS)
- Alarms sound in the majority of all of the building and we have a fire siren fitted externally. In the JB Hall this area is supplemented by visual alarms (red flashing lights):
- Keeping fire routes and exits clear at all times. A member of the Estates or SLT team are responsible for unlocking the buildings in the morning. During this unlocking procedure escape routes are checked for obstructions.

- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Estates Manager. The Estates Manager is responsible for using only ISO9001 certified/BAFE approved contractor to carry out:
 - Six monthly professional check on fire detection and warning equipment,
 - An annual service of alarms, smoke detectors, emergency lights, sprinklers, smoke control systems and fire extinguishers and hoses.
- Records of all tests are kept in the Estates office
- The kitchen is fitted with heat alarms and 30 minute fire doors that close automatically when the fire alarms sound

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations [all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations].
- Regular portable appliance testing takes place. The school employs the services of a third party contractor to test the portable appliances.
- Records of all tests are kept in the Estates office.
- Each individual teacher is responsible for checking that all Scientific and DT equipment is switched off at the end of the school day
- Each individual teacher and staff member is responsible for checking that all computers, projectors, printers and electronic whiteboards are switched off every evening and during holidays and weekends
- The Chef Manager is responsible for ensuring procedures are in place for checking that all kitchen equipment is switched off at the end of the day.

Lightning Protection

- The school has a lightning conductor on the roof of the main building.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Estates office.
- All kitchen equipment is switched off at the end of service.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.
- Weapons and ammunition used by either the Riding or Games departments are kept a securely locked. Weapons and ammunition are stored in two separate safes.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in a separate rubbish compound.
- Combustible materials used in catering, maintenance, grounds and caretaking are stored in lockable sheds and cupboards.

LETTING OR HIRING THE SCHOOL

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that [he/she] has read and understood the school's fire safety policy and procedures. The Estates Manager, The School Administrator and the School Business Manager or their designated staff are on call when the school is let or hired for an outside function or event. The organisations letting the property carry out a fire drill on their first day of occupation to ensure correct procedure is followed.

FIRE RISK ASSESSMENT

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically it identifies:

- 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

All risk assessments follow a standard grid procedure for evaluating risk, [and we are progressively updating them to follow the format of "Specification 79: 2005"]. Generic risk assessments are used for classrooms; but individual ones are needed for corridors, stairs, kitchens, laboratories, workshops etc.

Knighton House School has a professional fire risk assessment which is updated if significant changes are made to the interior of buildings, or new buildings are bought or added.

A copy of Knighton House School's fire risk assessment is available on the school's 365 account along with the third party three yearly risk assessment. Any comments or suggestions for improvement are always welcome. All Heads of Department should ensure that they and their Department read the sections that are relevant to them.

ARSON PREVENTION POLICY

Arson as defined by the Criminal Damage Act 1973, is 'unlawful damage by fire or property belonging to another'.

Knighton House School's premises may be vulnerable to arson attacks due to the ease of access to the school.

Reduction in the risk of arson will benefit everyone by providing a safer environment for both pupils and staff, by ensuring that all buildings are not lost due to the effects of fire.

ARSON POLICY

Knighton House believes that minimising the risk of arson to the property and therefore helping to provide a safe environment for staff and other persons visiting our sites, together with protecting essential resources is a high priority.

The school has developed the following procedures to mitigate the risk of arson attacks:

- Risk management
- Security arrangements
- Systems for fire alarm and detection
- Fire containment and extinguishments
- General fire safety policies and precautions

Implementation and compliance

Staff should be aware of the possibility of arson and should politely challenge strangers and report anyone whom they have suspicions.

Staff to be given access to online fire awareness training / or safety briefing and key staff to be trained as Fire Wardens.

Combustible materials should be stored securely and waste not allowed to accumulate.
Paper waste bins to be sited away from buildings.

Prevention of unauthorised entry into buildings, boarding accommodation to be secured using keypads on all doors.

Closing all doors at night will help to contain any fire or smoke within the room of origin.