



FIRE RISK PREVENTION POLICY

Date Approved:	SLT – 6 December 2018
Ownership:	Operations Manager
Reviewed	October 2019
Next Review:	November 2021

Principle

The policy is applicable to all staff/visitors and pupils.

The Trustees and Governors of The Towers seek, as a priority, 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 The Towers are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

Related Documents

This policy should be read in conjunction with:

- Health and Safety Policy
- Fire Risk Assessment

PART 1

ROLE OF FIRE SAFETY MANAGER

The Operations Manager is appointed as the competent designated Fire Safety Manager, with sufficient training, experience and knowledge, and is supported and advised by the appointed Fire and Safety Advisor.

The designated Fire Safety Manager is responsible for ensuring that:

- The Fire Risk Prevention policy is kept under regular review by Trustees and the Senior Leadership Team.
- The entire school community is made aware of the Fire Risk Prevention policy.
- 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.
- Procedures and arrangements for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated and an external contractor is appointed to carry out a fire risk assessment every 3 years.
- 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 private accommodation. Certificates for the installation and maintenance of fire-fighting systems and equipment are kept.
- The site is a NO SMOKING site.
- The school has a buddy establishment at Upper Beeding Primary School should a full evacuation be necessary,

All new staff and pupils, all contractors and visitors are aware of the fire procedures.

Should a fire occur, the first priority is the safety of staff and pupils.

When a fire alarm sounds -

- Assume that the alarm is genuine.
- Collect all pupils in your immediate vicinity.
- Keep them calm and quiet.
- Evacuate the building immediately by the nearest or safest route.
- If practicable, close doors and windows behind you.
- Teachers to ensure everyone leaves the building and 'sweep' as they go.
- Do not stop to collect personal belongings.
- All staff and pupils are to assemble on the tennis court in front of the HE block.
- Teaching staff to check in with the Asst. Head Academic\Pastoral, all support staff and Sisters are to check in with the Head's PA.
- Catering staff are to report to Mrs Rosemary Yorke-Johnson or Mrs Sarah Gretton.
- For their own safety and the safety of others people using mobility aids should be the last people to leave the room. If practicable an adult should supervise the safe passage of the person using a mobility aid.

Some staff have specific duties:

- The Caretaker or in his absence a designated member of staff checks the zonal fire alarm panels to locate the source of the fire and ascertain whether or not to call the fire brigade.
- Reception staff to collect registers/Visitors/Signing In books
- Automatic gas cut off occurs in kitchen, staff check and leave.
- Fire Marshalls have been appointed to sweep the buildings to ensure it is empty.

AT NIGHT

- Sisters are to assemble on the tennis court near the HE Room, to evacuate to the house in Henfield if required.

IF YOU DISCOVER A FIRE SET OFF THE ALARM FROM THE NEAREST 'BREAK GLASS' POINT.

DO NOT PUT YOURSELF AT RISK OF INJURY BY STAYING TOO LONG.

DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE INFORMED IT IS SAFE TO DO SO.

PART 2: FIRE SAFETY PROCEDURES

BRIEFING NEW STAFF AND PUPILS

All our new staff (teaching, non-teaching and volunteers alike) receive fire safety instruction as part of their induction with reminders throughout the year. All new pupils, including EYFS pupils, are given a briefing on the school's emergency evacuation procedures which shows them where the emergency exits and escape routes are located. Fire action notices are displayed on the walls of all rooms. Door wedges on fire doors are not permitted.

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 provide fire awareness INSET training, including the basic use of fire extinguishers, to all staff on a regular basis.

SUMMONING THE FIRE BRIGADE

The School Reception is manned between 8.00am and 5.30pm during weekdays in term-time. The master panels that show the location of all the alarm call points on the networked alarm systems in the school buildings are physically located as follows; Main Building by the front door, Junior School by the front door, Swimming Pool by the main doorway and the HE Rooms by their front door. The Sisters are resident, 7 days a week, and 365 days a year, including public holidays. They have standing instructions to summon the Fire and Emergency Services if the alarms go off outside the hours that the School Office is staffed or when After School clubs are in operation, (unless warned of a planned fire practice).

VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at Reception. They are made aware of the emergency action notice and are told 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.

Hot Work Permits (see appendix 4) are required by contractors on site when any hot work, that is any process that generates significant heat such as soldering, grinding, use of a blowtorch, oxy-acetylene cutting, is carried out in or near a building. The intention of the Hot Work Permit is to check that certain actions and precautions are in place to reduce the risk of a fire occurring as a result of a hot process.

DISABLED STAFF (INCLUDING VOLUNTEERS), PUPILS OR VISITORS

If required there would be a special one to one induction on fire safety for disabled pupils and their carers, and for disabled members of staff or visitors. People using mobility aids will need to complete a care plan to establish how they are to keep themselves and other safe in the case of a fire.

If the fire alarm is sounded, it is the responsibility of the carer of a disabled person to assist them to evacuate the building.

RESPONSIBILITIES OF ALL STAFF

All staff are required to sign in at Reception on the Daily Staff Fire Register. All staff should familiarise themselves with the location of fire extinguishers and alarm points in the building, and with the escape routes from the building.

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 checking that all pupils are present 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 Asst. Head Academic\Pastoral. It is the responsibility of the Head or Asst. Head Academic\Pastoral to ensure that this information is passed to The Towers Fire Safety Manager who will liaise with Fire and Emergency service as soon as they arrive. The staff in charge of After School Clubs are responsible for implementing the procedures in the event of the fire alarm sounded.

RESPONSIBILITIES OF FIRE MARSHALLS

The Fire Marshalls primary responsibility is to ensure that all areas have been fully evacuated. All teaching staff are asked to check classrooms are empty before they leave.

FIRE PRACTICES

We hold one fire practice every term at school. We also practice a night-time evacuation. This combined with a programme of inducting new staff and pupils with emergency escape procedures 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:

Staff are fully briefed on fire procedures at the beginning of the academic year at initial induction and we provide regular refresher training supplemented with information and instructions for all staff.

Escape Routes and Emergency Exits

- Fire Exit signs are displayed in every room.
- Fire Action Notice displayed at every break glass panel.
- Fire extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors. The fire alarms can be manually activated by breaking a glass panel and are automatically activated when smoke/heat builds up.
- 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 panels for the alarm systems are located as follows; Main Building by the front door, Junior School by the door, Swimming Pool by the main doorway and the HE Rooms by their front door and show the location of a fire. They are fitted with an uninterrupted power supply (UPS).
- The Caretaker, together with all staff, are responsible for checking that escape routes are not obstructed and that the emergency lights work, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Caretaker who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Regular checks of fire doors, automatic door closures (including battery operated door guards) and emergency lights.
 - 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 Finance office.
- Displays in corridors are fitted in fire retardant notice boards, unless of a temporary nature when a dated risk assessment will be undertaken with a date for removal noted.

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 by an external company.
- Records of all tests are kept in the Finance office.
- Teachers check that all Scientific and DT equipment is switched off at the end of the school day
- All computers, projectors, printers and electronic whiteboards have been set to switch off or standby automatically every evening and during holidays and weekends
- The Catering Manager checks that all kitchen equipment is switched off at the end of the day.

Lightning Protection

- All lightning protection and earthing conforms to BS EN 62305-1:2011. It is tested annually by a specialist contractor. Records of all tests are kept in the Operations Managers office.

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 Operations Manager's office.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

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.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in suitable bins.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in suitable 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 they have read and understood the school's fire safety policy and procedures. The Caretaker or the Sisters are always on call when the school is let or hired for an outside function or event.

PART 3: FIRE RISK ASSESSMENT

The School's Fire Risk Assessments meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). Specifically, they identify:

1. The hazard
2. The people at risk
3. The measures to evaluate, remove, reduce and protect from the risk
4. The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
5. The arrangements for reviewing the assessment

All Fire Risk Assessments are undertaken following the 5 steps outlined above.

Copies of the Fire Risk Assessments are available from the Operations Manager. 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.

Appendix 1

FIRE EXITS - SENIOR SCHOOL

To be used unless it would not be safe to do so.

THE ASSEMBLY POINT IS THE TENNIS COURT IN FRONT OF THE HE ROOM

LOCATION	EXIT
HE Block, PE Office and Changing Rooms	Own exits
Room 1,2,3	Main double door, turn right use path on to Sisters' lawn
Room 4	Exit near book store
Room 5	Across stage – exit on to Sisters' lawn
Room 6, Drama Studio, Music Room	Fire escape, turn right use path on to Sisters' lawn.
Room 7 and 8	Down main stairs, turn right, exit near book store.
Lab 1 and Careers Room	Turn left; go along the landing, up stairs along landing to back door staircase and safe exit.
Room 9,10 and 11	Back stairs to back door or Main Towers Staircase to safe exit
Laboratory 2, Laboratory 3 and Prep Room	Turn left, downstairs to Back Door or Gymnasium exit
Key Stage 3/4 Office	Middle stairs or Main Towers Staircase to safe exit
Lecture Theatre	Own exit
Gymnasium	Own exit , or back door, or escape by bookstore
Staff Room, Main Office, Front Parlour, Meeting Room, and Sisters' Community Room	Front Door
Kitchen	Nearest safe exit
Dining Room	Nearest safe exit
Chapel	Side entrance or Sacristy Door
Library, Computer Room, Head, Deputy, Operations Manager, Head's PA, SMA's Office and Oratory	Main Towers Staircase or Tower escape
DT Room	Back staircase through toilets to back door.
Art Room, Chaplaincy and Medical Room	Toilet staircase through toilets to back door or via corridor to back door.
Laundry	Staircase to back door, toilet staircase through toilets to back door or via corridor to back door
IT Office, Exam's Office, SEN, exam rooms, archive library, Music rooms	Main Staircase or Tower escape
Sickbay	Exit to landing and middle staircase to safe exit or to English corridor and nearest safe exit.
St Mary's	Own safe exits
Textiles Room, PTA storage	Exit down staircase to middle staircase to safe exit or to English corridor and nearest safe exit.
Private bedrooms on top floor	Exit down either the middle stair case or the toilet staircase to safe exit.
Cedar Rooms 1 and 2	Own exits
Swimming Pool	Own exits

FIRE EXITS - JUNIOR SCHOOL
THE ASSEMBLY POINT IS THE TENNIS COURTS
To be used unless it is unsafe to do so

LOCATION	EXIT
J1	Own exit to garden or front door
J2	Own exit to garden, door by wide staircase or front door
J3	Own exit to garden or exit in Hall
J4	Own exit or exit to garden via door in J3
J5 and J6	Exit via front door to garden exit
J7, and J8, J9 and J10	Exit down main staircase to front door or wide staircase to garden.
J11, J12, J13 and J15	Exit down wide staircase to garden or main staircase to front door.
J16	Exit down wide staircase to garden or main staircase to front door.
J17 and J18	Exit down main staircase to front door or wide staircase to garden.
J19 and J20	Own exits

APPENDIX 3

FIRE ALARM POINTS - JUNIOR SCHOOL

Top of main Junior staircase
All ground floor external exits
Foot of main Junior staircase
Outside Junior Assembly Hall
Outside Junior Library
Cedar Rooms

FIRE ALARM POINTS - SENIOR BUILDING

Number	Alarm Point
1	Front Door
2	Telephone Kiosk
3	Foot of Lab 3 stairs
6	Foot of staircase to top landing – Main Stairs, first floor landing

7	Top of staircase – near IT office
8	Outside DT Lab (East)
9	Outside DT Lab – toilet end
10	Outside Sick Bay (Lower Dorm & Art)
11	Outside Chaplaincy – Textile room end
12	Dining Hall
13	Servery
14	St Mary's – ramp end
15	St Mary's – garden end
16	Electricity Plant Room exit (Classroom block)
17	Room 5 exit (Classroom block)
18	South door (Classroom block)
19	Laboratory 1 doorway (Classroom block)
20	First floor landing (Classroom block)
21	Room 6 fire exit (Classroom block)
22	Second floor landing (Classroom block)
23	Drama studio fire exit (Classroom block)
24	Lecture Theatre
25	Gym
26	Swimming Pool (Front Door)
27	HE Exit (Back end)
28	Changing Room
29	HE Exit - Foyer
30	PE Office
31	Back door (In corridor next to gym)

APPENDIX 4

Permit to Work – Hot Works

For all operation involving flame, welding and hot cutting

This permit is valid only for the job described and the timescales provided

Description of work

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Location of Work

Building	Floor	Room	Location
Date required (max duration 1 day)		Valid From (time)	To

Contact Details (method of Contact)

Mobile Phone	Site telephone	Co. Office No.
Estates Officer	Estates Help Desk	01903 812185

Potential Hazards	<input type="checkbox"/> Oxygen enrichment <input type="checkbox"/> Oxygen depletion <input type="checkbox"/> Toxic Gas <input type="checkbox"/> Explosive Gas <input type="checkbox"/> Bio Hazard <input type="checkbox"/> Poor lighting <input type="checkbox"/> Heat <input type="checkbox"/> Noise <input type="checkbox"/> Tripping/falling/striking objects <input type="checkbox"/> Other- provide details
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Control Measures	<input type="checkbox"/> Hazard / equipment Isolated <input type="checkbox"/> Department staff informed <input type="checkbox"/> Protective equipment required - specify:		
Other Identified Hazards		Controls Measures	

Mandatory Safety Requirements (See reverse for further guidance)

Actioned

All areas to be checked and combustibles removed or protected before commencement of work	
All areas to be screened, protected, roped off as necessary and warnings signs displayed	
All systems associated with the work to be isolated, inclusive of smoke alarms	
Assistant to standby with fire extinguisher suitable for task. (Competent in use)	
Building Facilities Manager notified	
Area to be checked/inspected for combustion 1 Hour after completion of work	

Person entering work area

Permit issued by		Date		Time	
Permit Received by		Date			

Permit cancellation (Estates Dept.)

Name		Date		Time	
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What is 'Hot Works'?

All temporary operations involving open flames or producing heat and/or sparks, this includes, but is not limited to, Brazing, Cutting, Grinding, Soldering, Thawing, and Welding.

VALIDITY

Hot works permits are only valid for a maximum of 1 working day.

HOT WORKS CHECKLIST - The Permit form guides you through the requirements, this is additional guidance.

Sprinklers and hose streams in service/operable. (Where applicable)

Hot Work Equipment in good condition (e.g., power source, leads, torches, etc. must be inspected prior to use to ensure they are fit for purpose)

Multi-purpose fire extinguishers (2) readily available.

Operative must be competent to use the fire extinguisher

Contact to be made with the Caretaker to ensure the fire alarm system is protected / isolated as appropriate. **At least 2 days' notice is required.**

REQUIREMENTS WITHIN THE WORK AREA

Area to be checked for combustible materials which must be removed before work can commence, this can include paper, cardboard, dust, lint, debris, flammable liquids and oily deposits. Floors swept clean.

Combustible flooring and other combustible surfaces must be protected with heat protection mats, or other suitable materials.

All wall and floor openings covered.

Walkways protected beneath hot work.

Explosive atmosphere in area eliminated.

Flammable liquids / gas cylinders removed from work area or stored appropriately
Area to be screened, protected and safety signs displayed

WORK ON WALLS OR CEILINGS

Combustibles moved away from other side of wall.

FIRE WATCH/HOT WORK AREA MONITORING

Fire watch must be provided during and for a period of 1 hour after work, including any coffee or lunch breaks, remember that adjacent surfaces need to be checked. (Walls, ceiling voids etc.)

COMPLETION OF WORKS AND FIRE WATCH

Ensure that any fire alarms protection devices have been removed and returned.

N.B. In the event that it is not possible to reset the fire alarm system, and or remove covers for the fire alarm detector heads, then a site specific assessment must be carried out and appropriate controls measures implemented. Security and/or Networks Engineer must be made aware