

CHATSWORTH  
SCHOOLS 



## FIRE SAFETY POLICY

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

**Policy reviewed by:** Jonathan Ritchie – Director of Estates and Facilities

**Review date:** 01/05/2023

**Submission:** 01/07/2023

**Version:** v6.1

**Policy actioned from:** 01/09/2023

**Next review date:** 01/07/2024

**Reviewer's Signature:** 

Please note: 'School' refers to Chatsworth Schools; 'parents' refers to parents, guardians and carers.

This is a whole school policy, which also applies to the Early Years Foundation Stage.



## **POLICY AMENDMENT PAGE**

<b>Date</b>	<b>Key Amendments</b>	<b>Version Number</b>	<b>Reviewed by</b>
11/01/2018	Policy Approved – Fit for use by schools.	v1.1	RG
01/09/2019	Annual Endorsement	v2.0	RNB
01/09/2020	Annual Endorsement	v3.0	RNB
01/09/2021	Hettle Andrews & Associates Limited added as an option under the Fire Risk Assessment heading on page 4	v4.0	RNB
01/09/2022	Law at Work removed as an option under the Fire Risk Assessment heading on page 4	v5.0	RNB
01/11/2022	Legal Requirements section updated to reflect that the Fire Safety (England) Regulations 2022 will replace the Regulatory Reform (Fire Safety) Order 2005 & will come into force on 1st January 2023	v5.1	RNB
17/03/2023	Legal Requirements section updated	v5.2	RNB
01/09/2023	Frequency of Fire Risk Assessment changed from 2-Yearly to 4-Yearly on page 4	v6.0	JR
12/03/2024	Change of Head Teacher	v.6.1	JR

## Introduction

Chatsworth Schools will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.

## Legal Requirements

The Fire Safety Act 2021 (the Act) received Royal Assent on 29 April 2021 and commenced on 16th May 2022. The Act amends the Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The Fire Safety (England) Regulations 2022 (the Regulations) have been introduced as an important step towards implementing the recommendations of the Grenfell Tower Inquiry Phase 1 report. The Regulations are being introduced under Article 24 of the Fire Safety Order and will come into force on 23 January 2023.

The Regulations apply to England only. The Regulations can be found at on the UK Government website - <https://www.gov.uk/government/publications/fire-safety-england-regulations-2022>

This Policy explains how the school complies with the Fire Safety Order to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

## Responsibilities

The School Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole school, with specific responsibilities as below:

- The Directors ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation;
- The Head has the ultimate responsibility for the implementation and management of this policy;
- The Bursar is responsible for the effective implementation of this Policy and its role within the School's Health and Safety Policy;
- The FSO places duties on the 'Responsible Person'. Certain day-to-day responsibilities can be delegated down to a 'duty holder'.
- All employees have the responsibility to cooperate and 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

The Responsible Person for the school is: Joanna Leach, Headteacher

The Duty Holder for the school is: Thomas Brandon, Site Manager

## Policy Objectives

- to safeguard all persons from death or injury in the event of fire by the effective management of fire safety
- to minimise the risk of fire and to limit fire spread
- to minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment

## Managing Fire Safety

The school has delegated day-to-day responsibility for managing fire safety to the 'duty holder' i.e. the Head of Site (at Chatsworth Schools, this is the Head of each school).

The Head of Site and the Site Manager will:

- Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting
- Provide and maintain in working order all firefighting appliances and devices including:
  - a) fire detection and alarm systems
  - b) emergency lighting systems
  - c) firefighting equipment
  - d) notices and signage relating to fire procedures
  - e) means of escape, taking into account the needs of any disabled users
- Carry out or arrange to have carried out a fire safety risk assessment on each of the school buildings to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments
- Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school;
- Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;
- Ensure that fire safety information is provided in all rooms and that formal signposting is provided throughout the site;
- Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;
- Liaise with third parties; the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place;
- Monitor and review this policy on a regular basis so as to ensure that any new risk or alteration to regulations is addressed.

## Monitoring

The school utilises the services of various outside personnel to carry out effective monitoring of its duties.

The fire detection and alarm system is maintained and checked by the schools' external provider. The alarm sounders are tested on a weekly basis by the Site Manager.

The emergency lighting is checked by the schools' external provider.

Notices and Signage are updated as and when required and checked monthly by the Site Manager.

Firefighting equipment is visually checked weekly by the Site Manager and extinguishers are replenished or replaced annually by the schools' external provider.

A Fire Log Book, which contains records of fire safety issues, is maintained by the Site Manager and located at each Site. These issues include:

- fire drills
- the storing of hazardous materials
- the inspection and testing of:
  - fire detection and alarm systems
  - emergency lighting systems
  - firefighting equipment

- staff training records

## Fire Risk Assessment

The school does carry out a comprehensive fire risk assessment undertaken by Hettle Andrews & Associates Limited in cooperation with the Site Manager and the Heads of school for each of its buildings 4 yearly. These assessments are kept in the Fire Log File. Training for these people has been carried out and details are on the Single Central Register.

The fire risk assessment identifies who will be at risk if there is a fire, where people may be working and who else may be at risk, either in the premises or nearby, such as members of the public, visiting contractors, etc., and where these people are likely to be located.

The fire risk assessment will be reviewed and amended annually, and more frequently if circumstances change, or if it is either no longer valid or if any changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment, etc.) which may affect the spread of fire;
- Any change to the use of the premises which may affect the risk rating;
- Any change to work processes or work equipment which may introduce new fire hazards;
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

## Fire Safety Training

All staff receive basic fire safety induction training upon joining – advising of escape routes and evacuation procedure. All staff should receive updated training at reasonable intervals (annually) and more regularly, if the evacuation routes or firefighting equipment change. Records of all staff fire safety training should be kept by the named post holder (Responsible Person), for the purposes of identifying those who have not been trained recently, as well as for inspection.

Pupils are given instruction by their form tutors during the first week of each term on their actions to be taken in the event of a fire.

Fire drills are planned at least once each term to evaluate the effectiveness of the school's evacuation procedures. These drills will take place at different times of the day, so that pupils and staff know what to do at "unusual times of the day", such as during assembly, break time or just as school ends. The findings of the drill are reported to staff through the report by the Site Manager at the next staff meeting. Any conclusions and remedial actions are recorded and implemented.

Please see below for a list of staff fire safety training:

Name	Training	Date of Training
Thomas Brandon	Fire Warden	10 <sup>th</sup> March 2023
Tamie Hamblin	Fire Warden	10 <sup>th</sup> March 2023
Nicola Jeffs	Fire Warden	10 <sup>th</sup> March 2023
Lynda Barnard	Fire Marshall	2 <sup>nd</sup> February 2023
Ellie Briggs	Fire Marshall	2 <sup>nd</sup> February 2023
Heather Cornick	Fire Marshall	2 <sup>nd</sup> February 2023
Gill Craddock	Fire Marshall	2 <sup>nd</sup> February 2023
Claire DeWitt	Fire Marshall	2 <sup>nd</sup> February 2023
Ellie Draper	Fire Marshall	2 <sup>nd</sup> February 2023
Sam Iannelli	Fire Marshall	2 <sup>nd</sup> February 2023
Alex Lafleur	Fire Marshall	2 <sup>nd</sup> February 2023
Clare Marlow	Fire Marshall	2 <sup>nd</sup> February 2023
Abigail McLarty	Fire Marshall	2 <sup>nd</sup> February 2023
Eleanor Moody	Fire Marshall	2 <sup>nd</sup> February 2023
Sarah Moore	Fire Marshall	2 <sup>nd</sup> February 2023
Tom Nethercott	Fire Marshall	2 <sup>nd</sup> February 2023
Anna Thompson	Fire Marshall	2 <sup>nd</sup> February 2023
Tracey White	Fire Marshall	2 <sup>nd</sup> February 2023
Evelyn Willment	Fire Warden	10 <sup>th</sup> March 2023

## Evacuation Procedures

The evacuation procedures, which are to be followed in the event of a fire alarm, are annexed to this Policy. This document details the responsibilities of staff and individuals during an evacuation and subsequent roll call. There are 2 members of staff at each site that have undergone Fire Warden training, details of which can be found in the Fire Safety record manual.

The document also includes specific Guidance on the Evacuation of Disabled Persons from the School Buildings.

## Interpretation

In this policy, the term “senior manager” means the School Head and their designated deputies.

This policy applies to all employees in all Schools (save for Schools with their own procedure which shall prevail) and other work environments within Chatsworth Schools.

This policy applies within all companies, which are wholly owned subsidiaries of Chatsworth Schools Ltd, a company registered in England, registered number 11552579.

The registered office of all companies is Crimea Office, The Great Tew Estate, Great Tew, Chipping Norton, Oxfordshire, OX7 4AH. Any enquiries regarding the application of this policy should be addressed to the Director of Information at the above address.

This policy does not form part of any employee's contract of employment and may be amended at any time.

## Appendix 1

### EVACUATION PROCEDURE - (the signal is a continuous tone)

THERE MUST BE NO TALKING FROM THE MOMENT YOU HEAR THE ALARM

You will be instructed to:

Vacate all Rooms and Laboratories closing doors as you leave. Books, bags and kit should be left where they are. The arrows and signs on the walls indicate the route to be followed from each room.

To ensure that arriving late students or visitors do not enter the building during an evacuation the following staff will be stationed at these points:

Front / back of school: Site Manager

The school office will bring the fire registers for class teachers.

#### Pre-Pre and Prep School – Procedures for Students and Staff:

Walk to bottom lawn and congregate at the evacuation sign on the back fence.

Pupils line up in silence in classes, forming straight lines.

PS	REC	1	2	3	4	5	6

Head to be informed that all are present or who are missing.

All staff report directly to the Head or the Deputy Head.

Line up and state your SURNAME clearly, making sure that you are ticked off the list.

VISITORS are the responsibility of those they are visiting.

Everybody (staff and students) must wait quietly for further instructions

REMEMBER: This procedure must be accurate, quick, yet unhurried. Do not jostle, barge or shout.

Staff and Students must remember to sign out and sign in when leaving / returning to School, so that they can be accurately accounted for.

If there are staff or students unaccountably absent, then the following procedures will apply:



If the Fire Brigade is present Head or a member of the school office will pass the names and likely whereabouts to the relevant officer.

If not, the Head will instruct their deputies to investigate, remaining in telephone communication with them.

In addition:

For a student who is less able-bodied in any way, it is the responsibility of the member of staff teaching him / her at the time of the alarm to ensure that the student is assisted to vacate the building and away from danger both quickly and safely.

## Appendix 2

### Guidance on the Evacuation of Disabled Persons from the School Buildings

Students and employees with a disability should already have been identified and information held in the Fire Risk Log.

Having considered the risks, the Head of Site with SENDCO will propose specific procedures for assisting in the evacuation of persons with a known disability. A “buddy” will be appointed for any student or employee requiring assistance in an emergency evacuation. Where teachers have a student with a known disability, they must ensure that the student is aware that the alarm has been triggered and that they follow the evacuation procedure accordingly.

Disabled staff must have identified themselves to the Head and any specific requirements must be addressed as soon as they are known.

### Specific Evacuation Requirements - Wheelchair Users/Persons with Mobility Difficulty

Wheelchair users or any person with difficulty walking (e.g. anyone temporarily using crutches) should wait until everyone else has left the room before making their way to the exit, assisted by their “buddy”, teacher or other third party, if required.

### Visitors with Disabilities

On arrival, disabled visitors to the School should be asked to identify any special requirements in the case of an emergency evacuation. The person hosting the visitor should ensure the visitor’s safety in the event of an emergency evacuation.

Wherever possible, (i.e. when on ground floors) all persons, including wheelchair users, should make their own way out of the building by utilising the fire escape routes. Whenever the route is blocked, or the person is above ground floor, wheelchair users must be either assisted by their “buddy”, teacher or another third party. When evacuating the upper floors of the buildings, anyone unable to leave without assistance should wait for assistance in the “Refuge” Corridor area<sup>1</sup>.

<sup>1</sup>The use of the term “Refuge” is intended to mean a place where people can safely wait for a period of time whilst the evacuation process is being undertaken. It is not a place to leave people for the duration of the alarm, but it has been selected for its additional protection from fire, meaning that it will remain a safe place to wait.

Lifts must NEVER be used during an emergency evacuation.

## Appendix 3

### GRIFFIN HOUSE SCHOOL FIRE EVACUATION PROCEDURE Instructions to Staff

1. In the event of a fire, the first consideration must be the safety of the children to prevent injury or loss of life.
2. For this purpose, you should make certain that you are familiar with all the means of escape in case of fire. Since there may be an opportunity in the event of fire for you to attack it with the nearest fire extinguisher, you should be familiar with its location, and how to use it
3. **ON DISCOVERING A FIRE OR IF ONE IS REPORTED, SOUND THE NEAREST ALARM IMMEDIATELY**
4. ON HEARING THE ALARM, the Head, school secretary, the site manager or fire warden will call the fire brigade.
5. **WHEN THE FIRE ALARM SOUNDS:**
  - See that any doors immediately surrounding the fire are closed
  - Do not collect personal belongings
  - All children to be escorted from the classrooms (making sure the door is closed as you leave) in SILENCE, USING BOTH SIDES OF THE STAIRCASE
  - If the usual route is blocked, use the nearest available exit
  - Fire marshals will be the last people to leave each floor. They will check all rooms and the toilets on their floor to make sure no children have been left behind
  - Teachers do not look or wait for children that are not in class at the time of the alarm. If they are separated from the class they must know to follow another class or ask the first adult that they see to escort them
  - Leave Griffin House School via the front door or the outdoor staircase or nearest external door accessed by the nearest fire escape, to assemble on bottom lawn. Organise children in form lines
  - Teachers and assistants to stay with the class they are with at the time
  - SEN and music teachers to bring the child they are teaching. Do not try and integrate with class until at assembly point
  - School administrator to escort children through the ground floor exit as quickly as possible
  - Kitchen to be evacuated and gas turned off at mains
  - Head to be the last person to leave the building
  - School administrator(s) to take registers and mobile phones to assembly points
  - Registers to be taken immediately and all children accounted for at collection point. Any missing children to be reported to the Head or person in charge
  - Children to wait in silence
  - Do not leave the children unattended and recount the children frequently

#### **To call the Fire Brigade:**

Lift the receiver and dial '999'. Give the operator your telephone number **01844 346 154** and ask for Fire. When the fire brigade replies give the call distinctly:- **"Fire at Griffin House School, Station Road, Little Kimble, HP19 0XP."** Do not replace the receiver until address has been repeated.

## Appendix 4

### GRIFFIN HOUSE SCHOOL FIRE DRILL PROCEDURE

#### **Fire Drill Procedure for Staff**

A fire drill happens once a term at a time decided by the Head and the fire wardens (A member of staff and the site manager)

When the alarm sounds:

- Take the children immediately to the designated assembly point on bottom lawn or on the drive at the front of the school
- Fire marshals will check all rooms and the toilets on their floor to make sure no children have been left behind
- The school administrator(s) will bring the registers and mobile phones to assembly points
- Stay with the group and keep the children silent. All pupils should be lined up in classes
- Do not let children leave their group, run about or join other groups
- Check all children and staff are present
- Report any missing children or staff to the Head or the person in charge
- Do not re-enter the building until told to by the Head or person in charge

The Fire Drill Report Form will be completed by the fire wardens at the end of each fire drill and a brief evaluation will take place.

#### **THE FIRE ALARM WILL BE TESTED EVERY WEEK (on a Friday)**

Chatsworth Schools are responsible for ensuring the fire alarm system and fire appliances are tested and maintained in accordance to Health and Safety Regulations

**YOUNG CHILDREN ARE EASILY UPSET BY SOUND OF THE FIRE ALARM AND THE BREAK IN THEIR ROUTINE THAT A FIRE DRILL CAUSES.**

**PLEASE BE AWARE OF THIS AND BE READY TO COMFORT AND REASSURE INDIVIDUAL CHILDREN AS NECESSARY**

#### **Break/Lunchtime Fire Procedure**

- All staff members on duty shall on hearing the fire alarm gather all children together away from the building and ensure that no child re-enters the building
- Staff members on duty in the dining hall shall evacuate all children from the building
- Any staff members in other areas of the building shall evacuate, the fire marshal on each floor shall ensure on the way that toilets are vacated
- The Head and fire marshals assigned to each floor will ensure, as far as is reasonably practicable, that the rest of the building is vacated