



The Study Prep
WIMBLEDON

Name of Policy	Fire Safety Policy
Reviewed by	Head of Compliance/Bursar
HMT Member	Bursar
Date of review	February 2024
Date of next review	February 2025



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The Study Preparatory School Fire Safety Policy

This guidance is applicable to all premises under the control of the School and details the approach to the control of risk from fire.

1. Objectives

To ensure that risks from fire are identified and that arrangements are in place to control those risks. To enable the School to comply with its duties under the Regulatory Reform (Fire Safety) Order 2005 and other education specific guidance.

2. Guidance

The School has in place procedures for:-

1. evacuation in the event of carrying out fire risk assessment;
2. preventing fires;
3. a fire;
4. maintaining and checking all fire detection, alarm and fighting systems.

3. Fire Risk Assessment

1. All of the School premises will be subject to a fire risk assessment. This may be conducted by an external consultant or other competent person,. The person undertaking the assessment should liaise closely with Deputy Heads or Department Heads.
2. The fire risk assessment will be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage.
3. A copy of the fire risk assessment report will be available on site (from the Bursar) and employees' attention brought to any hazards found in the assessment.
4. Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.
5. Regular [weekly/monthly] assessments will be made by the Site Managers to ensure that the walkways are kept clear of obstruction and tripping hazards.

Part 1: Fire Safety

Responsibilities

The School Fire Safety Policy has been drafted with reference to the Regulatory Reform (Fire Safety) Order 2005. This Policy forms part of the School's Health and Safety Policy and in common with that policy extends throughout the whole school, with specific responsibilities as below:

1. The governors ensure that an appropriate policy is in place in the School and that arrangements are made for its effective implementation.
2. The Head has ultimate responsibility for the implementation and management of this Policy.
3. The Bursar is the designated School Fire Safety Manager.
4. The Deputy Heads are responsible for co-coordinating fire safety procedures involving the pupils including the arrangement and monitoring of fire drills.
5. The Site Managers are responsible for ensuring that the fire alarm is tested every week from a different call point, that the deadlocks on emergency exits are unlocked every day, that exits and routes are kept clear, and that regular testing of the alarm system, smoke detectors, emergency lighting and fire extinguishers by an appropriate contractor is carried out.
6. All staff are responsible for monitoring day to day fire safety in their area and reporting concerns to the Deputy Heads and /or the Bursar.
7. All staff are responsible for co-operating with the fire safety arrangements and the fire safety management at the School.

The Bursar as the designated School Fire Safety Manager is responsible for ensuring that:

1. The Fire Safety Policy is kept under regular review.
2. The Fire Safety Policy is made available to the entire school community.
3. Ensure that everyone in the School (including visitors and contractors) are aware of where they should go in the event of fire.
4. Records are kept of the fire induction training given to new staff.
5. Procedures for emergency evacuation are regularly tested and reviewed.
6. Fire risk assessments are regularly reviewed and updated if significant changes are made to the building.
7. Fire prevention measures are followed.

Part 2: Fire Safety Procedures

Emergency Evacuation

Fire action notices are displayed around the school and new staff and pupils, contractors and visitors are made aware of the evacuation procedures - School's Fire Safety Emergency Evacuation Procedures.

Pupils are given instruction during the first week of the autumn term on the actions to be taken in the event of a fire.

The safe evacuation of everyone - staff, pupils and any visitors is the priority. Protecting property comes second. Staff should not attempt to fight a fire at the expense of their own, or anyone else's safety. They should not use a fire extinguisher unless they have been trained in its use.

Summoning the Fire Brigade

The fire alarms on both sites are permanently linked to the Chubb Monitoring Response Centre, CMRS. CMRS monitors the call and, where appropriate, contacts the Fire Brigade. CMRS also contacts the School to advise that the Fire brigade has been contacted or that there is a fault.

The alarm master panel that shows the location of all the alarm call points on the networked alarm system in the school buildings is physically located at Wilberforce House in the reception area and in the entrance hall of Spencer House. The School Secretary, other administrative staff and CMRS are always given advance warning of fire drill practices. Should a member of staff discover a fire which has not yet activated the alarm they should press the nearest alarm point.

On hearing the fire alarm

1. If you are responsible for a class, instruct the class to leave quietly with you. No one should talk or run. Make your way to the assembly point which is at:
 Wilberforce House – in the playground by the back gates;
 Spencer House – on the pavement in front of the School.
2. Do not take anything with you and do not allow the pupils to take anything. Shut doors and windows behind you.
3. The automated alarm system should trigger a call to the Fire Brigade. The School Secretary (office employee on duty) will summon other Emergency Services if required.
4. Take the register of your class as soon as you reach the assembly point, using class lists that the Secretary (office employee on duty) will supply and match against the pupil absence list. Return completed registers to the Secretary (office employee) so that they can be reconciled.
5. Report anyone who is missing immediately to School Secretary (office employee 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.

6. Remain at the assembly point with your pupils until the all clear is given.
7. You should ensure that any visitors with you also exit the building.

Visitors and Contractors

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's lanyard, which should be worn at all times when they are on the premises. On the reverse of this badge are the emergency evacuation procedures. Not sure this is in practice?

When large numbers of visitors are on the school site for events such as open days, plays, concerts, and exhibitions, a brief announcement is made at the start of the event, made advising them of the location of the emergency exits that should be used in the event of the fire alarm sounding.

Disabled Staff, Pupils or Visitors

The School welcomes all pupils and staff including those with disabilities. At the present time there are no disabled pupils or staff at the school, but when there are we will review all fire safety procedures to ensure that they can be accommodated safely. If required a Personal Emergency Evacuation Plan will be put in place.

The evacuation of small numbers of disabled visitors can be achieved within our existing procedures. At Spencer House, any disabled visitor would currently need to be restricted to the ground floor areas, unless it could be demonstrated that he or she could safely descend the stairs.

Our ability to provide equal opportunity to all is under continual review.

Fire Marshals (“Sweepers”)

There is at least one trained Fire Marshal/Sweeper in every building. Fire Marshals/Sweepers are generally members of the non-teaching staff, such as administrative staff who do not have specific duties for looking after pupils, in the event of fire or other emergency, although members of the teaching staff may also opt to be trained as Fire Marshals/Sweepers. All Fire Marshals/Sweepers are “competent persons” who have been trained to provide “safety assistance” in the event of a fire. Fire Marshals/Sweepers receive regular refresher training.

Fire Practices

Fire practises are planned each term to evaluate the effectiveness of the School’s evacuation procedures. The findings of the practices are reported to staff through the Minutes of the Health and Safety Committee meetings. Any conclusions and remedial actions are recorded and implemented.

Fire Prevention Measures

We have the following fire prevention measures in place:

Escape Routes and Emergency Exits

1. There are at least two escape routes from every part of all buildings.
2. Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
3. Fire extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with the recommendations of our professional advisors.
4. The fire alarm can be manually activated by pressing the alarm point, and is automatically activated when smoke/heat builds up.
5. All stairs, passages and emergency exits are illuminated by emergency lighting.
6. Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes.
7. The master panel for the alarm system is located at the front door of the new building office at Wilberforce House and the corridor outside the school office at Spencer House and shows the location of a fire. It is fitted with an uninterrupted power supply (UPS).
8. Alarms sound in all parts of the building.
9. Fire routes and exits are kept clear at all times. The Site Manager is responsible for unlocking the buildings in the morning, all emergency exits are unlocked and bolts are opened, in addition all escape routes are checked for obstructions.
10. NICEIC qualified Electrical Engineers inspect and service the emergency lighting three times per year, including a full discharge check, and correct any defects.
11. Fire doors and automatic door closures are checked bi-monthly.
12. The fire alarm is tested every week from a different call point on a rolling programme and tests and defects recorded. This is the responsibility of the Site Manager , in addition to this, arrangements are made for an ISO9001 certified/BAFE approved contractor to carry out:
 - termly professional check of alarms, smoke detectors, smoke control systems, fire detection and warning equipment,
 - an annual service of fire extinguishers and hoses.
13. Records of all tests are kept in the Bursary.
14. Plans identifying the location of fire hydrants, gas and electricity shut off points are displayed in both school offices.

Electrical Safety

1. 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, where appropriate, and meet the requirements of BS7671 IEE wiring regulations.
2. Annual portable appliance testing takes place by NICEIC qualified Electrical Engineers.
3. Records of all tests are kept in the Bursary.

4. All staff are responsible for ensuring that electrical equipment in their area is switched off at the end of the school day.

Lightning Protection

All lightning protection and earthing conforms to BS 6651-1999. It is tested every five years by a specialist contractor. Records of all tests are kept in the Bursary.

Gas Safety

1. All gas appliances are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Bursar's office.
2. All kitchen equipment is switched off at the end of service.
3. The gas supply to the Science Room is switched off inside the room at all times except when in use.

Safe Storage

Site Managers ensure that flammable / combustible materials used for maintenance are stored in metal cupboards.

Rubbish

During term time all internal waste paper bins are emptied on a daily basis. External rubbish which is stored in a safe place located away from the building is collected once a week.

Letting or Hiring the School

The Fire Safety Policy and Procedures are made available as appropriate. A School Site Manager or other member of staff is always on duty or call when the school is let or hired for an outside function or event.

Part 3: Fire Risk Assessment

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 (the FSO). It uses the Publicly Available Specification 79:2012, recognised as current Best Practice. Specifically it identifies:

1. The fire hazards
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
6. Specifically, there are no dangerous substances present that present any risks to relevant persons from fire.

The Study undertakes a professional fire risk assessment which is updated at least every 3 years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The Fire Risk Assessment and any required action is reviewed annually by the Health and Safety Committee.

The Bursar is responsible for actioning any findings of the fire risk assessment. Staff should make themselves aware of The Study's Fire Safety Policies and Procedures. Any comments or suggestions for improvement are always welcome.

Policy reviewed: February 2024

Appendix 1: 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 assembly point at.
3. If you are teaching a class, take your register with you. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. The School Office or the Site Manager summon the Emergency Services if the alarm sounds.
5. Take the register of your class as soon as you reach the assembly point.
6. Report anyone who is waiting to be evacuated from a designated refuge (do we have one), or who is missing immediately to Site Manager/ and/or the Bursar/ who will inform the Fire Brigade. On no account should anyone return to any building until given permission by the Fire and Emergency Services.
7. Remain at the assembly point with your pupils until the all clear is given.