

CROSFIELDS SCHOOL

FIRE SAFETY POLICY

Person Responsible: Assistant Bursar

Review Date: 17 October 2022

Next Review Due: Spring 2023

References:

- A: The Fire Safety (England) Regulations 2022
<https://www.gov.uk/government/publications/fire-safety-england-regulations-2022>
- B: Regulatory Reform (Fire Safety) Order 2005 www.opsi.gov.uk
- C: The ISI Handbook for the Inspection of Schools: The Regulatory Requirements, January 2022
- D: "Fire Safety Risk Assessment for Educational Premises" DCLG publication June 2006.
- E: "Fire Safety in New and Existing School Buildings" EFA publication March 2014.
- F. Health and Safety at Work etc. Act 1974
- G. Management of Health and Safety at Work Regulations 1999 (as amended)

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 pupils, staff and visitors do not add to the fire risk and through the safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Crosfields School are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

1. Responsibilities of the governing board

1.1. The **governing board**, in consultation with the **Head**, will:

- Ensure personal and whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school, including but not limited to, fire safety.
- Ensure there is a detailed and enforceable policy for fire safety, and that the policy is implemented by all.
- Help to put in place measures to identify risks relating to possible accidents and injuries, suggesting reasonable adjustments to prevent them occurring.

1.2. The **governing board** endeavours to provide:

- A safe place for all users of the site, including staff, pupils and visitors.
- Safe means of entry and exit for all site users.
- Equipment, grounds and systems of work which are safe.
- Safe arrangements for the handling, storage and transportation of any articles and substances.
- Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Supervision, training and instruction, so that all staff can perform their duties in a healthy and safe manner.
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.
- Adequate funds to ensure the training of the Fire Safety Officer (FSO) and all other staff.

2. Responsibilities of the Head

2.1. The **Head** will:

- Oversee the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Take reasonably practicable steps to ensure the Fire Safety Policy is implemented by all members of staff across the school.
- Designate the Bursar to be the (FSO) responsible for the day-to-day implementation of the Fire Safety Policy. This person will also be the designated contact with the HSE and Emergency Services where necessary.
- Take steps to ensure all members of staff, pupils and visitors are familiar with the Fire Safety Policy.

3. Responsibilities of the Fire Safety Officer (FSO)

3.1. The Bursar as **Fire Safety Officer (FSO)** will:

- Take responsibility for the school's fire safety matters, in collaboration with the Head.
- Coordinate the implementation of all fire safety measures, ensure staff and pupil training takes place, and monitor the standard of the school's fire detection and protection equipment.
- review and update this policy accordingly, every year.
- Update the policy in line with regulatory changes prior to introduction

- Sporadically throughout the school year, but at least once per term, undertake a whole-school fire evacuation drill – to ensure the school's staff members, pupils and visitors know what to do in the event of a real fire and lessons can be identified.
- Review relevant and updated legislation to ensure the school is working within the parameters of the law and as safely as possible.
- Ensure new staff members are properly inducted in respect of fire safety and periodic training is carried out with other members of staff.
- Communicate relevant correspondence regarding fire safety to all members of staff and, where necessary, the governing board.
- Review and, if necessary, update the school's fire safety training needs and other relevant procedures annually.
- Ensure fire risk assessments are completed and reviewed to ensure necessary procedures are in place to mitigate the risks of fires.
- Ensure plans of the school show escape routes and fire exits, are kept up to date and are accessible to staff, pupils and visitors.
- Review records for the installation and maintenance of fire detection, fire alarm systems and firefighting equipment.
- Ensure personal emergency evacuation plans (PEEPs) for people who will require assistance during fire drills are prepared.
- Take steps to ensure the appropriate precautions, including the communication of this policy, are put in place where events are organised outside of normal school hours, or by third party organisations.
- Review activities to ensure specific restrictions on events, such as setting capacities and limiting the types of activity.

The Head of Estates, Maintenance Manager and Assistant Bursar will be responsible for carrying out most of these duties and reporting to the Bursar.

The Second Master is the Senior Fire Marshall and co-ordinates emergency evacuations.

4. Responsibilities of staff members

4.1. Staff members will:

- Take reasonable care of their health and safety.
- Cooperate with their colleagues, the **FSO** and **Head** on all fire safety matters.
- Carry out their work in accordance with fire safety training and instructions.
- Inform the **FSO** of any work situation representing serious and immediate danger, so that remedial action can be taken.

- Familiarise themselves with all their responsibilities as set out in the Fire Safety Policy, and aspects of their work relating to potential fire hazards.
- Avoid any conduct which puts themselves or others at risk.
- Follow, and help to carry out, relevant risk assessments to ensure the safety of themselves and other staff members, pupils and visitors.
- Ensure that all staff, pupils and visitors are applying fire safety regulations and adhering to all rules, routines and procedures in place.
- Ensure all equipment is in good working order and safe to use, including adequate fire safety guards. Staff will also not entertain all improper use of such equipment.
- Use the correct equipment and tools for their work and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to faults@crofields.com
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.
- Ensure combustible materials are not allowed to accumulate especially in corridors, stairwells, cupboards containing electrical equipment, under the Theatre seating or against external walls of buildings.

Responsibilities of pupils

- All pupils will:
 - Exercise personal responsibility for the health and safety of themselves and others.
 - Respond to the instruction given by staff members in an emergency evacuation.
 - Observe all health and safety rules of the school.
 - Not misuse, neglect or interfere with items supplied for their, and other pupils' health and safety.
 - Report any defects in equipment or facilities to their teacher as soon as possible.
- Responsibilities of visitors and contractors
 - All visitors and contractors will:

- Familiarise themselves with all health and safety policies and procedures as per the Guidance for Adults Visiting Crosfields.
- Be aware of the school's evacuation procedure and fire assembly points.
- Respond to the instruction given by staff members in an emergency.
- Report any defects in equipment or facilities to the School Office Reception or their host.

PART 1 - EMERGENCY EVACUATION PROCEDURES

EMERGENCY EVACUATION PROCEDURE FOR TEACHING STAFF

Teaching staff are responsible for escorting their pupils safely out of the building in an orderly fashion and without unnecessary talking. All new staff and pupils are to be made aware of this procedure through their induction.

1. If you hear the fire alarm, leave the building by the nearest, safest exit.
2. If you discover a fire, break the glass in the nearest alarm point to set off the alarm then leave the building by the nearest, safest exit.
3. If you are responsible for a class, make them leave quietly with you. No one should talk unnecessarily or run. Do not take anything else, and do not allow the pupils to take anything.
4. Shut doors and windows behind you.
5. Make your way to your designated Fire Assembly Point (FAP) – see Annex A. Pupils are to line up in their Forms.
6. The School Office Team will provide you with a hard copy of your Register at your Fire Assembly Point (FAP) but you should endeavour to identify whether anyone is missing as soon as practicable.
7. You must notify your designated Fire Assembly Co-ordinator (FAC) if anyone is missing immediately and also confirm that everyone in your class and associated members of staff can be accounted for as soon as practicable.
8. The Fire Assembly Co-ordinator is to notify their Fire Marshall if anyone is missing and that everyone is accounted for within each area of responsibility.
9. The Fire Marshalls are to liaise with the Senior Fire Marshall (Second Master and/or Bursar).
10. Members of teaching staff who are not associated with a Form are to go to their designated Fire Assembly Point (FAP) ie where the majority of their teaching takes place.
11. If you have a Visitor in your class they must leave the building with your class then direct them to the Fire Assembly Point in front of the Staff Room (Old Pool Building).

12. If you acting as Host to a disabled pupil or visitor in your class, you should follow their Personal Emergency Evacuation Plan (PEEP).
13. All Pupils, Staff and Visitors must remain at their Fire Assembly Point until the all clear is given to return to the buildings by a member of the SLT. ***On no account should anyone return to any building until given permission by the Fire and Emergency Services.***

EMERGENCY EVACUATION PROCEDURE FOR SUPPORT STAFF, CONTRACTORS AND VISITORS

All new staff, contractors and visitors are to be made aware of this procedure through their induction, Safe Start briefing or Guidance for Adults Visiting or Working at Crosfields.

1. If you hear the fire alarm, leave the building by the nearest, safest exit.
2. If you discover a fire, break the glass in the nearest alarm point to set off the alarm then leave the building by the nearest, safest exit.
3. Do not take anything with you.
4. Shut doors and windows behind you.
5. Make your way to your designated Fire Assembly Point (FAP) in front of the Staff Room at the Old Pool Building
6. The Fire Assembly Co-ordinator will need to confirm that you are present so do not leave site unless you are giving permission to do so by a Fire Marshall.
7. The Fire Assembly Co-ordinator is to notify the Senior School Fire Marshall if anyone is missing and that everyone is accounted for within each area of responsibility.
8. The Senior School Fire Marshall is to liaise with the Senior Fire Marshall (Second Master and/or Bursar).
9. If you have a Visitor, they must leave the building with you and then direct them to the Fire Assembly Point in front of the Staff Room at the Old Pool Building
10. If you acting as Host to a disabled pupil or visitor in your class, you should follow their Personal Emergency Evacuation Plan (PEEP).
11. All Pupils, Staff and Visitors must remain at their Fire Assembly Point until the all clear is given to return to the buildings by a member of the SLT. ***On no account should anyone return to any building until given permission by the Fire and Emergency Services.***

EMERGENCY EVACUATION PROCEDURE FOR ESTATES TEAM

1. The Maintenance Manager (or Head of Estates) is to go to the Main Fire Panel to identify the source of the alarm. They should then send a member of the Estates Team to go to the source. On no account is anyone to enter a building if a fire is suspected (as opposed to a false alarm).

2. Estates Team will summon the Emergency Services as soon as an emergency is confirmed.
3. A member of the Team is to go to the Main Entrance on Shinfield Road to meet the Emergency Services.
4. All other members of the Maintenance Team are to make their way to the designated Fire Assembly Point (FAP) in front of the Staff Room at the Old Pool Building
5. Members of the Grounds Team are to meet in the car park to stop unauthorised access through to the reception and act as a messenger to the Nursery who will prepare the younger pupils for evacuation, but wait for further instruction.
6. The Maintenance Manager is to liaise with the Senior Fire Marshall (Second Master and/or Bursar).
7. In the event of a false alarm, the Maintenance Manager will co-ordinate the resetting of the fire alarms and will liaise with the Junior School and Senior School Fire Marshalls as to the release of staff, pupils, contractors and visitors.

EMERGENCY EVACUATION PROCEDURE FOR BUILDING FIRE MARSHALLS

1. If you hear the fire alarm and it is safe to do so, conduct a sweep of the building for which you are responsible. This is to ensure that all members of staff, pupils, contractors and visitors have safely left the building.
2. If you are in another building when the alarm is activated, DO NOT GO TO THE BUILDING but go to the Fire Assembly Point (FAP) – Annex A – and report the situation to the Senior Fire Marshall.
3. Shut doors and windows behind you.
4. In the event of discovering a fire, leave the building by the nearest, safest exit and notify your Fire Marshall or a member of the Estates Team immediately. DO NOT ATTEMPT TO FIGHT THE FIRE.
5. If someone is in an Emergency Refuge and requires immediate evacuation, notify the Senior Fire Marshall immediately.
6. Make your way to your designated Fire Assembly Point (FAP) – Annex A.
7. Report your building clear to your Fire Marshal.

The reporting structure is set out at Annex B.

PART 2: FIRE SAFETY PRACTICES

BRIEFING NEW STAFF AND PUPILS

All our new staff and all new pupils, including EYFS pupils, are given a briefing on the school's Fire Safety Procedures on their first day at Crosfields School.

They are shown;

Crosfields School
Fire Safety Policy

1. where the emergency exits and escape routes are located.
2. where everyone should go on hearing the fire alarm.
3. where outside Fire Assembly Points are located by walking to them.
4. where Fire Action notices are displayed in each room and at all fire exit points.
5. how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone – pupils, staff and visitors 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.

FIRE SAFETY TRAINING

Members of the teaching staff receive regular fire safety refresher training during INSET days.

Members of the support staff receive regular fire safety and fire extinguisher training during INSET days. No one should attempt to use a fire extinguisher before they have been trained in its use.

All Fire Marshals are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Fire Marshals receive regular refresher training and carry out their duties to a specific individual building evacuation plan.

SUMMONING THE FIRE BRIGADE

The School Office is staffed between 8.00am and 6.15pm during weekdays in term-time and between 08.00 and 13.45 during holidays apart from Bank Holidays and Christmas closedown. The fire alarm master panel is located in the Senior School Building foyer and when the alarm is activated will indicate the location of the alarm point on the networked alarm system. The Estates Team will summon the Fire and Emergency Service once an emergency is confirmed and is always given advance warning of fire practices.

The fire alarm is monitored remotely by SMC Custodian who will make contact with the Estates Team when the alarm is sounded to check that they are aware. If they receive no reply, they will contact the emergency services on our behalf.

Outside of normal school operating hours, the emergency services would be summoned by the Second Master or other site dwellers unless warned of a planned fire practice.

VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at the main School Office Reception in the Senior School building, where they are issued with a visitor's badge, which should be worn at all times that they are on school property. They are provided with Guidance for Adults Visiting or Working at Crosfields which includes the Emergency Evacuation Procedure. Hosts must show Visitors the way to the Fire Assembly Point in front of the Staff Room at the Old Pool Building.

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

DISABLED PUPILS AND CARERS, STAFF AND VISITORS

All visitors are required to sign in at the main School Office Reception within the Senior School building.

Staff should confirm whether assistance may be required in the event of an emergency and a suitable evacuation strategy will be agreed. Class teaching staff are responsible for identifying any pupil with a temporary disability that may compromise their ability to evacuate in an emergency. The School Nurse alongside the Head of Department will create a Personal Emergency Evacuation Plan (PEEP) for staff, pupils, contractors or regular visitors who require assistance. This will be shared with colleagues, teachers and/or hosts as necessary.

Certain parts of the school have one or more upper floors accessible by lift. As lifts are not fire protected, evacuation necessitates use of the stairs or waiting for assistance to be evacuated in the nearest designated safe refuge. The Visitor's host or the Building Fire Marshall are to ensure that the name of the disabled person, together with the location of their safe refuge point, are passed to the Senior Fire Marshal as soon as possible. It is the responsibility of the Senior Fire Marshal to ensure that this information Emergency Services if their assistance is required.

The stair lift situated in Acorns is not to be used in the event of an evacuation.

RESPONSIBILITIES OF BUILDING FIRE MARSHALS

The School has at least one Fire Marshal responsible for each building. They are required to conduct regular visual checks of the building and to raise any concerns for fire safety to the occupants of the building and/or through to faults@crosfields.com copying in the Assistant Bursar. The Assistant Bursar conducts a rigorous fire safety inspection termly and shared the result of the inspection with the building Fire Marshalls, Head of Estates, Bursar and Maintenance Manager.

In the event of a fire alarm, Building Fire Marshalls are detailed to check the building on evacuation to ensure it is clear of pupils, staff and visitors, close all windows and doors and report to the Senior Fire Marshall.

FIRE PRACTICES

We hold at least one fire practice every term at Crosfields School. This combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of Fire Marshals in every building helps to ensure that the school can be safely evacuated in the event of a fire.

A report of planned and unplanned fire evacuation is completed by the Assistant Bursar and filed.

PART 3 - FIRE PREVENTION MEASURES

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

Fire Detection and Control

- The school operates a whole site wireless radio linked Fire Alarm System.
- The system is maintained to BS5839 – Part 1:2002 for periodic or annual inspection and test.
- Smoke detectors and heat detectors in kitchens, are located in every building.
- The fire alarm sounds in all parts of all the buildings except the Nursery.
- Chestnuts Marketing Suite and Food Tech Room on the first floor, have stand-alone heat detection equipment. This system provides a pumped water spray mist to the seat of the fire if detected.
- The Kitchen in the main school, has a stand-alone heat detection and extinguisher system sited over the cooking area.
- The Nursery building has a stand-alone system.
- The fire alarm master panel shows the location of an active alarm.
- Fire alarm call points are rotationally tested weekly and recorded on Assurity+ by the Estates Team.
- An ISO9001 certified contractor carries out termly testing of fire detection equipment.
- Fire Marshals report defects to the Estates Team.
- Fire retardant spray is provided to treat all wall displays in corridors, theatre scenery and props.
- Flammable wall displays must not exceed 2.4 m in length and there must be at least a 1m clear gap between wall displays and at doorways.
- Flammable wall displays are not permitted in stair well areas.
- Floor plan drawings of all buildings are available from the Head of Estates which also show gas and electricity services details.

- The Main Kitchen and The Hatch fire alarms are set to accept heat only during school operating times and heat & smoke at all other times.

Escape Routes and Emergency Exits

- Evacuation escape route plans are displayed within all main buildings on site.
- There are generally at least two escape routes from every part of all buildings, where this is not this is permitted under fire regulations.
- Fire Action Notices are displayed at every fire alarm call point.
- Fires extinguishers are located at every fire exit in each building and in higher risk of fire areas.
- All stairs, corridors and emergency exits are illuminated by emergency lighting which operates by battery in the event of a mains electricity failure.
- Fire alarm activated automatic closers are fitted on doors in or leading onto escape routes.
- Fire exits routes and doors are kept clear at all times.
- Fire extinguishers are tested and serviced annually.
- Emergency lights are checked and tested on a monthly rotation by the Estates Team.
- Records of all tests are kept on Assurity+ management system.

Electrical Safety

- The School employs a NICEIC approved Electrical Engineers to inspect and maintain the electrical installation to its buildings.
- Regular portable appliance testing takes place. The Maintenance Manager has been trained in this role.
- Records of all tests are kept electronically on the School network.
- The Head of Science/Head of DT 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 automatically every evening, during holidays and at weekends.
- The Executive Chef checks that all kitchen equipment is switched off at the end of the day.
- Staff are advised during induction training to regularly visually inspect portable electrical equipment and report any defects via the faults reporting system.

Lightning Protection

- All lightning protection and earthing conforms to BS 6651-1999. It is tested every 11 months by a specialist NICEIC approved contractor.
- Records of all tests are kept electronically on the School network.

Gas Safety

- All gas appliances (central heating boilers, kitchen equipment etc) are regularly maintained and serviced annually by Gas Safe registered engineers.

- All kitchen equipment is switched off at the end of service.
- The Head of Science checks both laboratories daily to ensure that the central gas supply is turned off.
- The Kitchen and Science Labs areas have gas detection and automatic isolation systems which are checked termly for correct operation.
- The Kitchen and Science area gas detection and automatic isolation systems are checked and serviced annually by Gas Safe registered engineers.
- Records of all tests are kept electronically on the School network.

Safe Storage

- Diesel for vehicles is kept in a purpose made bunded Diesel Fuel tank located in a secure area and a risk assessment is in place.
- The tank is tested in accordance with Inspection Procedure INS009 ISO 9001:2008 and records kept electronically on the School network
- Petrol for vehicles is kept in a purpose made Petrol Storage tank located in a secure area.
- Heating oil for Newton Lodge is kept in purpose made bunded storage tanks located within a secure area.
- LPG is stored in very small quantities in a secure cage in a secure area outside and safety signed.
- A spill kit is available in the Grounds Building to deal with diesel, petrol and hydraulic oil leaks or spills from vehicles or plant.

Rubbish, Combustible Materials and Flammable Hazardous Substances

- Flammable rubbish is stored away from buildings in a rubbish compound.
- Combustible materials used in teaching, maintenance, grounds and caretaking are stored in flame proof cupboards.
- We ensure that flammable materials used in teaching or maintenance are locked in purpose made, flame-proof containers at the end of every day.
- Flammable hazardous substances have COSHH risk assessments and the storage requirements are in accordance with the safety data sheet and the safety control measures deemed necessary in the COSHH risk assessment.

LETTING OR HIRING THE SCHOOL

Our standard contractual terms in relation to letting and hiring of school facilities covers fire safety and specifies that the hirer should certify that they have read and understood the School's Fire Safety Policy. Out-of-Hours arrangements are included within all hiring agreements.

PART 4: FIRE RISK ASSESSMENT

The School's Fire Risk Assessment meets the requirements of the Regulatory Reform (Fire Safety) Order 2005. 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.

Crosfields School has a fire risk assessment carried out by a BAFE Registered Company which is updated every 3 years. Additionally, fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, when new buildings are constructed, when changes are made to the way the school operates or when regulations are changed or updated.

A copy of Crosfields School's fire risk assessments is available from the Head of Estates, together with this policy document, which is contained within the school's overall Fire Safety Policy document and is available on the school's intranet. 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.

This Policy also applies to the EYFS.

Annex A

Fire Assembly Points and Fire Marshalls/Co-ordinators

Junior School Fire Marshall Dep Head (A) Junior School or Second Master

- A.** Years 3 – 6 Artificial Turf Pitch
Fire Assembly Co-ordinator - Dep Head (P) or Director of Studies

- B.** Sports Centre Artificial Turf Pitch
Staff and Users
Fire Assembly Co-ordinator - Enterprise Manager or Director of Sport

- C.** Reception, Year 1, Year 2 Chestnuts Playground
Fire Assembly Co-ordinator - Head or Dep Head Pre-Prep

Senior School Fire Marshall Dep Head (A) Senior School or Bursar

- D.** Support Staff In front of the Staff Room (Old Pool)
incl IT and Catering
Fire Assembly Co-ordinator - Assistant Bursar or Compliance & Governance
Co-ordinator

- D.** Peripatetic Staff In front of the Staff Room (Old Pool)
Fire Assembly Co-ordinator - Director of Music

- D.** Visitors In front of the Staff Room (Old Pool)
Fire Assembly Co-ordinator - Office Team]

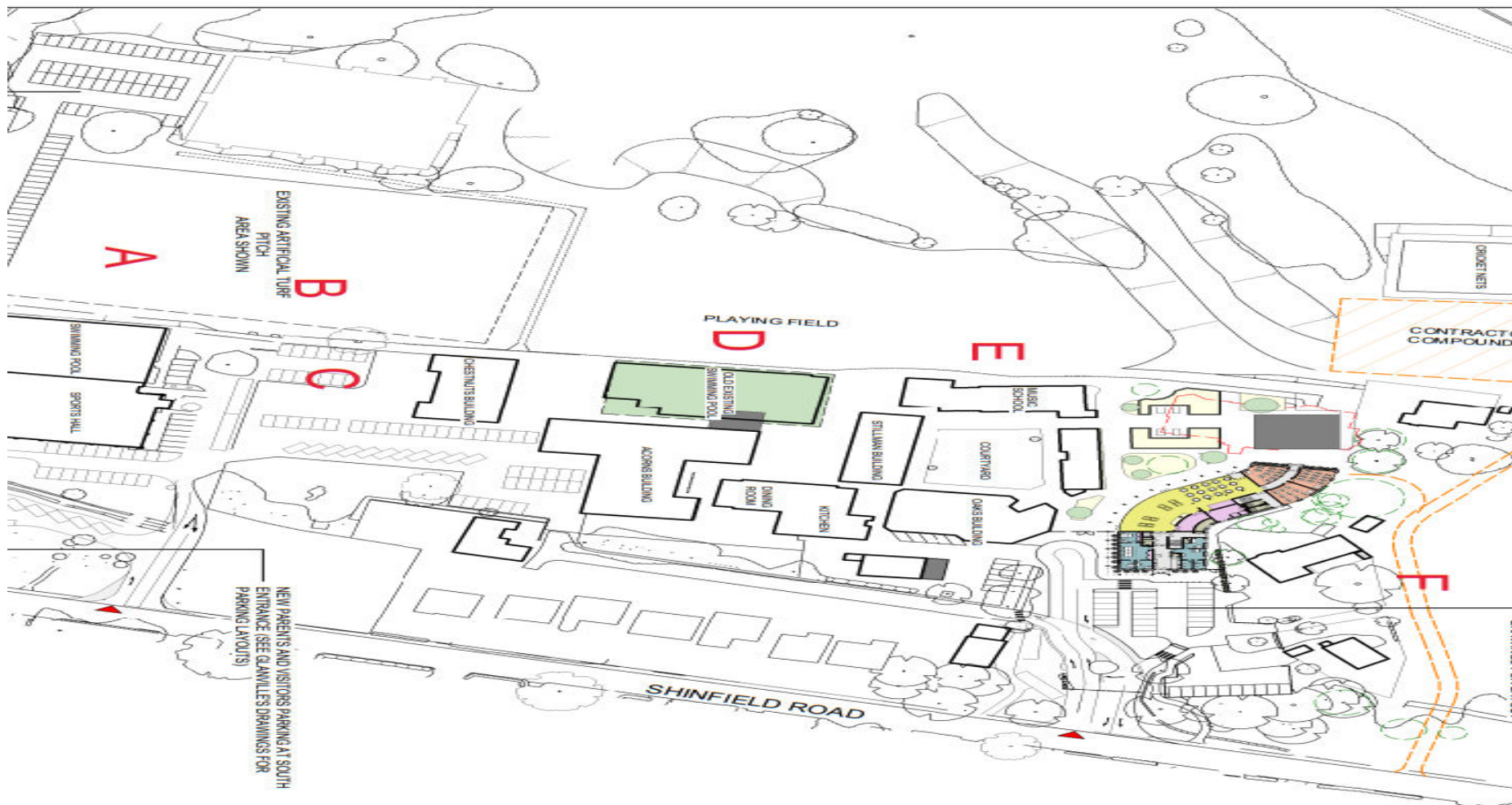
- D.** Contractors In front of the Staff Room (Old Pool)
Fire Assembly Co-ordinator - Office Team

- E.** Years 7 – 11 To the rear of the Theatre
Fire Assembly Co-ordinator - Heads of House

The Nursery Building operates a standalone fire alarm system

- F.** Nursery To the rear of the Nursery and the main field
Fire Assembly Co-ordinator - Nursery Teacher

Annex A - Continued



Annex B
EMERGENCY EVACUATION PROCEDURE - REPORTING

