



FIRE PREVENTION, PROCEDURES AND RISK ASSESSMENT POLICY

PART 1: FIRE SAFETY

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 prevention, procedures and risk assessments at Leicester High School for Girls are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

The DfE has a 'memorandum of understanding' with the fire authorities. Under this, no new independent school may open until a satisfactory Fire and Rescue Service (FRS) report has been received by DfE and the school. The FRS will be involved in building regulations approval, where these apply to new building or alterations. The FRS will take a risk-based approach to additional school premises. For established independent schools, risk is considered high for boarding and special schools, and the FRS will carry out a full safety audit for these schools. For premises posing medium to very low risk, a minimum of three schools a year will be inspected by the FRS in each fire authority. The last Fire Authority inspection was 11 June 2015.

ROLE OF THE SCHOOL FIRE SAFETY OFFICER

Nominated Fire Safety Officer – Mrs E Mackay (School Bursar)

Deputy Fire Safety Officer – Miss D Wassell (Deputy Head)

UK Safety are the School's appointed health and safety and fire risk consultants. They visit the School several times a year and offer full telephone support at all times. They also assist with health and safety training for staff and attend Health & Safety Committee meetings.

The Fire Safety Officer (or Deputy) is responsible for ensuring that:

- The fire safety policy is kept under regular review by Governors and the Leadership Team.
- The fire safety policy is promulgated to the entire School community; as part of the induction process each member of staff is given a copy of the policy, to read and signs a record to that effect.
- Everyone in the School (including visitors and contractors) are given clear written 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 (in the minutes of the Health and Safety Committee) and in the Fire Log Book.
- Certificates for the installation and maintenance of fire-fighting systems and equipment are kept in the Fire Log Book.

EMERGENCY EVACUATION NOTICE

1. If you discover a fire, break the glass in the nearest alarm point to set off the alarm. Notify reception, to confirm the validity of the fire, who will phone 999. Leave the building by the nearest exit.
2. If you are responsible for a class, make them leave quietly with you. All should be discouraged from talking or running. Make your way to the assembly point at the Tennis Courts.
3. Do not take anything else, and do not allow the pupils to take anything. Shut doors and windows behind you.
4. If you have a disabled pupil in your class, you should move him or her downstairs, using one of the special evacuation chairs.
5. Take the register of your form as soon as you reach the assembly point.
6. Report anyone who is missing immediately to the School Fire Safety Officer (or Deputy) 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.

This procedure also applies to pre-school and after school activities; registers will be taken out by staff in charge of any girls on site and assemble in the Tennis Courts. All staff working in the building should make their way to the Tennis Courts.

PART 2: FIRE SAFETY PROCEDURES

BRIEFING NEW STAFF AND PUPILS

All our new staff (teaching and support staff) and all new pupils, including EYFS pupils, are given a briefing on the School's emergency evacuation procedures on their first day at Leicester High School for Girls. 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 on the walls of all rooms and in all corridors, 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 informed of how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone, staff and pupils, 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 INSET training to all staff and the basic use of fire extinguishers to all key staff (staff in high risk areas) biennially. Key staff will be offered refresher training if needed. No one should attempt to use a fire extinguisher before he or she has been trained in its use, unless it is absolutely necessary.

SUMMONING THE FIRE BRIGADE

The School Office is manned between 8 am and 4.30pm Monday to Thursday and between 8am and 4.30pm Friday in term-time and between 8.30am and 3.30pm during half-terms and holiday apart from the Christmas and Easter closedowns. The master panels that show the location of all the alarm call points on the networked alarm system in the School buildings are physically located in the main entrances to the new building and the Junior Department, and in the staff kitchen corridor of the senior building.

The School Office is always given advance warning of fire practices. If the alarm goes off for any other reason, the monitoring station will call the School during opening hours, or the Security Company during closed hours, who after checking the validity of the alarm, will then call the Fire and Emergency Service. A Premises Officer or reception staff will call 999, in an emergency. One of the Caretakers, or members of an external security company, is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays.

STAFF, VISITORS AND CONTRACTORS

All staff (teaching and support) are required to sign in and out of the Staff Register held in Main Reception. Year 12/13 students are required to sign a Pupil Register held in Main Reception upon leaving or returning to the school premises during a School day.

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

We have a special one-to-one induction on fire safety for disabled pupils and their carers and for disabled members of staff or visitors. A PEEPs Plan is undertaken to ensure their safety whilst on site.

All relevant teachers and carers of disabled pupils, staff and visitors are also trained in the use of the purpose-built lightweight evacuation chair (located by the disabled lift upstairs in Science) which is specially designed for moving disabled people down stairs in an emergency.

RESPONSIBILITIES OF TEACHING STAFF

Teaching staff are responsible for escorting their pupils safely out of the building in silence and in an orderly fashion. It is recommended that each teacher upon fire alarm activation undertakes a sweep of the classroom, ensuring the class room is empty, closing the door behind them. Where there are other persons available such as technicians/classroom assistants, they should also assist. As teachers pass welfare facilities/rest areas, they should check they are empty. 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 School Fire Safety Officer

(or Deputy). It is the responsibility of the School Fire Safety Officer (or Deputy) 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.

FIRE PRACTICES

We hold at least one fire practice every term. A whole school practice evacuation from the gym is carried out once a year (January). Fire drills are also carried out before and after School hours, and during the School holidays for external hirers. This combined with a programme of inducting new staff and pupils with emergency escape procedures in every building 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 Leicester High School for Girls:

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 in every room
- Fire extinguishers (of the appropriate type) and smoke/heat detectors are located in every building in accordance with current British Standards. They 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
- The master panels for the alarm system are located in the main entrances to the new building and Junior Department and in the staff kitchen corridor of the senior building and these show the location of a fire
- Alarms sound in all parts of the building
- Keeping fire routes and exits clear at all times. The Premise Officer is responsible for unlocking the buildings in the morning, when he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency lights work, and for reporting defects
- Testing all fire alarms (and recording all tests and defects), is conducted every week. This is the responsibility of the Bursar (delegated to the Premises Officer). Checks carried out in-house or by an approved contractor are:
 - Monthly checks of fire doors, automatic door closures and emergency lights
 - Termly professional check on fire detection and warning equipment, alarms and smoke detectors.
 - An annual service of, fire extinguishers and hoses
- Records of all tests are kept in the entrance lobby of the new building within the Fire Safety logbook.
- Plans showing the location of fire hydrants, gas and electricity shut off points are retained in a fire proof box supplied by the Fire Brigade and located within the entrance lobby of the new building
- The kitchen is fitted with heat alarms

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
- Annual portable appliance testing takes place.

- All computers, projectors, printers and electronic whiteboards have been set to switch off 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 6651-1999. It is tested annually by a specialist contractor. Records of all tests are kept in the Bursar's office

Gas Safety

- All gas appliances (boilers, kitchen equipment, science labs etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Bursar's office
- All kitchen equipment and gas is switched off at the end of service
- The gas supply to all laboratories is automatically timed to switch off at 6pm daily
- The gas supply for the Food Studies room is automatically timed to switch off at 6pm daily.

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 and combustible materials are stored away from buildings in the secured rubbish compound or in flame proof cupboards as appropriate

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. A Premise Officer is always on duty 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). 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

It is the policy of Leicester High School for Girls to protect all people including employees, students, children, contractors, visitors and members of the public from potential injury and damage to their health that may arise.

The organisation will provide and maintain safe and healthy conditions, equipment and systems of work for all employees, students, children, contractors, visitors and members of the public and to provide such information, guidance, training and supervision as they need for this purpose.

The School will give a high level of commitment to fire safety and will comply with all statutory requirements. Any recommendations from the annual risk assessment are dealt with promptly, as prioritised on the action plan.

The Fire Risk Assessment of the whole School is carried out annually and more regularly in light of any changes that may occur in School. The FRA is in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Management of Health and Safety at Work Regulations 1999 (as amended). It generally follows the principles contained within 'Fire Safety Risk Assessment – Educational Premises' published by the HM Government (ISBN-13: 978 1 85112 819 8 and ISBN-10: 1 85112 819 0), which recommends a five step approach. The Assessment is conducted by the School's appointed health and safety and fire risk consultants, UK Safety, and is based mainly on life risk which follows the recommended five-step approach:

- Identify fire hazards (Section 1)
- Identify persons at risk in the event of a fire (Section 2)
- Evaluate, remove, reduce and protect the risks (Section 3)
- Record the significant findings and action taken (Section 4)
- Keep assessment under review and revise (Section 5).

Sponsor update	EM/DW
School Committee review	Health & Safety January 2019
Leadership Team review	January 2019
Governor Committee review	Finance & Estates January 2019
Next Governor update	Annual March 2020